

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman
Patrick Buckley, Bernie Erickson, Erik Hoyer,
Tom Sieber, John Van Dyck

EXECUTIVE COMMITTEE

Monday, January 7, 2019

5:30 p.m.

Room 200, Northern Building
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of December 10, 2018.

Comments from the Public

Amended Resolution

1. Amended Resolution to Create a Citizens Redistricting Advisory Sub-Committee to Report to the Brown County Executive Committee.
 - a) Appoint members to the Redistricting AD Hoc Committee: Possible appointments of Tom Sieber, Patrick Moynihan, Jr., Aaron Linsen, Tom Lund, Ken Bukowski, Pam Parish, Renee Gasch, James Crawford, Dan Theno, Robyn Davis, Thomas Joynt, Cheryl McCutcheon, Anneliese Waggoner, Hector Rodriguez.
2. Review Minutes of:
 - a) Benefits Advisory Committee (August 23, 2018).

Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

Communications

4. Communication from Supervisor Deslauriers re: In order to prevent future Landfill Siting Agreement violations by Brown County, that Port and Resource Recovery Director Dean Haen work with Corporation Counsel to review past violations and create a written policy governing any "correspondence, reports and data relating to the Landfill filed with [or received from] the Wisconsin DNR and other governmental agencies by the County and its retained environmental consultants". This policy will ensure all of these communications are shared with the Town of Holland Local Monitoring Committee "at the same time such documents are filed" or "within 10 days of receipt" in accordance with the contract between Brown County and the Town of Holland (quoted text taken directly from the Landfill Siting Agreement of 1998). *Referred from December County Board.*
5. Communication from Supervisor Deslauriers re: That the Brown County Board request that Port and Resource Recovery Director Dean Haen follow the recommended communication guidelines specified by Brown County Corporation Counsel (in his November 27, 2018 email to Supervisors Schadewald and Deslauriers) "to notify the WI DNR within 60 days whenever we have a sample that attains or exceeds a groundwater standard, and especially to follow any and all WI DNR recommendations re this issue". This to best protect the health of Brown County families. Director

Haen's stated communication plan for future well contamination events (at 3 separate PD&T meetings) will not follow this Corporation Counsel guidance. *Referred from December County Board.*

6. Communication from Supervisor Sieber re: Discussion by Corporation Counsel of Closed Session Procedure and Violations.

Resolutions, Ordinances

7. Resolution Authorizing \$500,000 Loan to Greater Green Bay Convention & Visitors Bureau, Inc.
8. Resolution to Notify State Officials of Results of Referenda Questions Regarding Dark Stores and Medical Marijuana.
9. Resolution Re: Authority to Execute a 2019 Labor Agreement with the Brown County Electricians Bargaining Unit.
10. Ordinance to Amend Brown County Code Section 2.05 regarding Creating Sub or Ad Hoc Committees.
 - a) Resolution Authorizing Standing Committee to Create Sub or Ad Hoc Committee.
11. Ordinance to Amend Brown County Code Section 2.14 Regarding Parliamentary Procedure – Only Allow One Motion Amendment to be Considered at a Time.

Internal Auditor

12. Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans Recognition Subcommittee Budget Status Financial Report (Unaudited) – November 2018.
13. Status Update: December 1 – December 31, 2018.

Corporation Counsel

14. Corporation Counsel Oral Report.

Department of Administration & Human Resources

15. Director of Administration Report.
16. Budget Status Over/Under Report as of November 2018.
17. Human Resources Report.

County Executive

18. County Executive's Report.

Other

19. Such other matters as authorized by law.
20. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Executive Committee was held on Monday, December 10, 2018 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Erickson, Supervisor Moynihan, Supervisor Hoyer, Supervisor Sieber, Supervisor Van Dyck, Supervisor Buckley

Also Present: Internal Auditor Dan Process, Supervisor Borchardt, Supervisor Tran, Supervisor Brusky, Supervisor Kneiszel, Director of Administration Chad Weininger, Public Works Director Paul Fontecchio, Deputy Executive Jeff Flynt, Corporation Counsel Dave Hemery, Planning Director Chuck Lamine, County Executive Troy Streckenbach, other interested parties and media

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. Approve/modify agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/modify Minutes of October 22, 2018.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

IV. Appoint members to the Redistricting AD Hoc Committee.

It was noted that the names of those who submitted letters of interest for the redistricting ad hoc committee were not included in the agenda and therefore not properly publicly noticed. In addition, there was a request to have the ordinance creating this group amended. One of the elements of the original ordinance is to have an educator with a political science background from UWGB or St. Norbert on the committee, but no one with those qualifications has expressed interest. Supervisor Moynihan would like the ordinance to state something along the lines of "active or retired academic educator".

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to hold appointment of members for one month and also refer to Corporation Counsel to have ordinance language amended. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Supervisor Van Dyck arrived at 5:35 pm.

Comments from the Public – None.

1. Review Minutes of: None.

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Erickson, seconded by Supervisor Sieber to pay the legal bills. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

3. Communication from Chairman Moynihan re: For your consideration, I ask that Brown County with the consent of a majority of its County Supervisors, provide financial assistance to the Greater Green Bay Convention & Visitor

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Bureau in the form of a 10-Year, Interest Free Loan in the amount of \$500,000, terms to be negotiated. Said funds would go to the GGBCVB Building Visitor Center Campaign Fund only and not to be used for any other purposes. Referred from October County Board.

Moynihan noted the CVB is entering the fundraising stage for their new facility which will be located across from Cabela's in Ashwaubenon. In many ways the CVB is an arm of Brown County, not only by providing the advertising of the region, but they also bring other elements with thing such as workplace development. In 2013 the County Board, by resolution, provided funding in the form of a loan to the golf course, and Moynihan likens this request to that. He feels the CVB is vital to the community and noted 2% of the Brown County hotel and motel room tax is allocated to them. What is being proposed is not a giveaway; it is something to help them along in their pursuit of garnering the new facility. Moynihan mentioned several examples of what he is requesting being done in other counties. He feels this is a good step to help the CVB along the way and hopes this Committee and the County Board agrees.

Supervisor Erickson recalled he was involved in something like this several years ago where a private individual approached the County and asked for a loan for \$20 million dollars to be the developer of an apartment complex that the County bonded for. This individual was going to develop and manage the property and be paid for both being the developer and manager. He looked at that situation with Corporation Counsel and the WCA and found that the arrangement was illegal and could not be done because the County cannot take taxpayer money and put it out to private organizations. He does not have anything against the CVB, but he would like a ruling from Corporation Counsel on this.

Corporation Counsel Dave Hemery said for a County to do anything regarding appropriation of funds two things need to occur: the County needs to have authority to take action (a County's authority to act is found in Chapter 59) and there also must be significant benefit to the general public located in the county. He informed that last year the Attorney General came out with an opinion regarding a county that had appropriated funds to a private homeless shelter and the AG opined that that could not be done because there was no authority in Chapter 59 to appropriate funds for homeless shelters. A county could use its own funds for its own shelter, but cannot give funds to a private entity to run a shelter. Hemery said he found three different possible exceptions in Chapter 59 that may apply, but he was only confident that one would. He also contacted the WCA for an opinion on this and was advised that the one exception he found would apply and if the Board were to decide that they desire to make a loan to the CVB that exception could be used as authority to do so.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to provide the CVB with a 10 year interest free loan in the amount of \$500,000 from the general fund with the terms to be negotiated and forward this to Administration Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Hoyer asked where the funds for this would come from. Hemery said the money would have to come from the general fund and this would also have to go before the Administration Committee for approval.

Supervisor Buckley said he looks at this as basically a loan from the room tax. With all the development going on in the area of Lombardi Avenue, we want as much help as we can get to advertise it and help bring people in to the hotels and motels and restaurants, etc. He also feels each community should be putting something towards this and not in the form of a loan; it should be funds granted to the CVB. Hemery noted the statutes would allow for either a loan or a specific appropriation.

Supervisor Sieber said the CVB does a lot of great work and noted we are one of the few communicates of similar size that does not have a visitor's center. The location of the CVB is great, thanks to the Packers. The sales tax is currently bringing in approximately \$26 million dollars annually and the \$500,000 being proposed here is a drop in the bucket. He feels having the visitor's center will increase visitors to the area and increase stays and spending in the community which is a great investment in the County. He is fully in support of this and encouraged the rest of the Committee to support it as well.

Supervisor Tran wanted to be clear that this is a loan and not a giveaway and payment terms would have to be spelled out in a resolution.

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Erickson said he is not against the CVB, but is wondering if we could add 1% or 2% interest on this because it is a loan. He would like a friendly amendment to the motion to add something about interest; however, Moynihan said he will stick with his original motion. Supervisor Van Dyck asked if there would be any loss to the County by taking the \$500,000 out of the general fund. Director of Administration Chad Weininger responded that over the 10 year period, based on calculations and projections made by Treasurer Paul Zeller, the interest lost would be somewhere in the area of \$10,000 per year.

4. **Communication from Supervisor Van Dyck re: Request that the Human Resources Department hold a series of paid informational meetings during employees normal work hours at each of the major county facilities in order to review changes made to the benefits programs and to answer any questions employees may have regarding these benefits. *Referred from October County Board.***

Van Dyck informed this was brought up at Administration Committee and Weininger pointed out at that meeting there will be a number of communication opportunities going on in 2019 that did not exist in the past. Weininger said they will have one on one sessions and the analysts will be able to talk about benefits with the departments because everyone is being cross-trained.

Motion made by Supervisor Van Dyck, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Communication from Supervisor Van Dyck re: Request that the oversight committee for the Corporation Counsel be changed from the Administration Committee to the Executive Committee effective January 1, 2019. *Referred from October County Board.***

Van Dyck said this also came up at Administration Committee. His intent is to get some continuity in how we do things. This is not an attempt to add power to one Committee and water down another, but he noted that Executive Committee approves the legal bills each month, yet Corporation Counsel reports to Administration Committee. In addition, there are often things approved at one meeting such as transfer of funds from the general fund that then have to go to another Committee which results in a lot of special meetings prior to County Board meetings. He would like to see these issues taken care of one at a time because when we try to revise something in its entirety; it gets sliced apart and takes a long time. His recommendation is to have Corporation Counsel report to this Committee, but he would like to hear the opinions of the rest of the Committee.

Moynihan said he supports this and feels what Van Dyck is asking for makes sense as Corporation Counsel works for both the legislative branch and the executive branch. This is something he has talked to Corporation Counsel about in the past.

Sieber noted three of the busiest positions in the County - Director of Administration, Human Resources Director and Corporation Counsel – are all reporting to both Administration and Executive Committee which does not make sense and his recommendation is to vest this all to one Committee. He suggested Corporation Counsel and the legal bills be handled by the same Committee and that Finance and Administration report to the same committee as well. Van Dyck said he would not support that because he sees a distinction between legal and human resources, payroll and benefits. He would support those items coming off Executive and going to Administration Committee instead. Lund suggested holding this for a month. Van Dyck did not want to see this take a long time and that is why he only put the communication in for Corporation Counsel. Moynihan suggested we deal with the current item and then work on the other dynamics later. Buckley agreed that we should try to get one thing done at a time.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to modify the oversight committee for Corporation Counsel from Administration Committee to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Communication from Supervisor Moynihan re: For your consideration, I ask that the Brown County Board of Supervisors confirm by resolution the Brown County 2018 November General Election Referendum Questions and forward said resolution to the newly elected Wisconsin governor and State legislators.**

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Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Communication from Supervisor Moynihan re: For your consideration, I ask that the Brown County Board of Supervisors place in ordinance form a parliamentary rule which shall amend Chapter 2.14 (10) which shall supersede Roberts Rules of Order (Chapter 2.14 (22)).**

Moynihan said that often in Committees and on the Board floor a motion is made which is then amended or a motion is made by substitution and he feels items should be taken one at a time to be less confusing to everyone, including Supervisors. Lund pointed out that if we vote on something, but then want to amend it, we would need to go through the reconsideration process and he questions whether that would save time or not. Moynihan feels reconsideration would save more time than stacking motion upon motion. Hemery said Roberts Rules set out procedures, but the County Board can certainly adopt their own rules. He provided a handout of the current ordinance, a copy of which is attached.

Supervisor Borchardt asked if there are other counties that are doing something similar and Moynihan responded that he has not researched that. He did point out that he has had conversations with Supervisors regarding the minutia of motions and substitutions and things of that nature and he feels what he is proposing would be cleaner; a motion could be amended or a motion by substitution could be made, but it would end there instead of all the stacking. Lund pointed out that it is up to the Chair to determine whether a motion is germane to the subject because sometimes the motion is changed completely with amendments and substitutions.

Van Dyck understands the intent of this communication, but feels the reconsideration factor could get a bit messy. He asked if someone makes a motion and then there is a motion by substitution right away without have any discussion on the first motion, if there would be a way to vote on whether or not to consider the motion by substitution before getting into a discussion on it. Moynihan pointed out that that would just be adding another layer to this.

Hemery referred to the handout and noted under (10) there is not a motion by substitution listed, but it is all a matter of degree. Lund said we could just get rid of Robert Rules and use Item (10) in the handout. Hemery said depending on the degree of an amendment, it could result pretty much in an entirely separate motion, but others may see it as just amending a motion and the Board Chair would have to make the call on whether it truly is a motion by amendment with small changes that keeps the subject matter relatively the same or if it is a motion by substitution. Under the current rules, the Board Chair could say a motion by substitution is not allowed. Whenever a motion is amended, it is basically substituting something, but how much amending is being done determines if it is a whole different motion or just an amendment and that call needs to be made by the Board Chair.

Sieber said he understands Van Dyck's concern that a motion can be made and then the topic of conversation can be completely changed by a motion for substitution which is not found anywhere in Roberts Rules or our own ordinance so the only thing properly before the Board is the motion to amend and if the main motion fails then a new motion can be made which would be the proper time to do what was outlined in a motion for substitution.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to hold for one month. *Motion withdrawn; no vote taken*

Hemery reiterated that the County Code supersedes Roberts Rules and the Code does not have any provision for motion by substitution.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. *Motion withdrawn; no vote taken*

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber that only one amendment to a motion can be made at a time. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Communication from October Executive Committee meeting: Look at the Subcommittees that Board Staff are tasked with taking minutes at.**

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County Board staff advised they currently take minutes at the six standing committees along with Veterans Recognition Subcommittee, Criminal Justice Coordinating Board, Mental Health Subcommittee and Facility Master Plan Subcommittee.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to receive and place on file. *Motion withdrawn; no vote taken*

Sieber said this was also discussed at Administration Committee and it is his understanding that Corporation Counsel is going to be working on some things regarding subcommittees. Hemery explained he will be reviewing ad hoc and subcommittees that already exist to make sure everything is correct in terms of membership and things of that nature. He continued that all new subcommittees or ad hoc committees will require a resolution and he is currently working on a template type form that will need to be completed each time a new subcommittee or ad hoc committee is formed. Things like the purpose of the subcommittee or ad hoc committee, the membership term, how people are appointed, how the chair is elected, etc. will all be contained in the resolution. Also included in that document will be a designation of who is to take minutes at meetings.

Sieber feels the issue of who does the minute taking at the subcommittees and ad hoc committees should be standardized and questioned how it came to be that Board staff is taking the minutes of the meetings referenced above and whether they should still be doing so. He said Administration Committee feels that going forward each subcommittee or ad hoc committee should be taking their own minutes and a decision needs to be made at the subcommittees referenced above as to whether they should start taking their own minute or be grandfathered in for Board staff to continue taking the minutes. Sieber's preference would be for Board staff to take the minutes of the six standing committees only and this is a good time to get this all straightened out.

Buckley recalled prior conversations regarding workload in the County Board office. He feels when a new subcommittee is formed, before it is approved by the County Board, the purpose of the subcommittee should be established along with a determination of who is going to be taking the minutes. If a subcommittee says they cannot take their own minutes, Buckley would like that to be reviewed by the Board before the subcommittee is approved. Hemery added that it was also discussed at Administration Committee that each subcommittee or ad hoc committee that is already in existence should recertify itself and fill out one of the resolution forms setting out the details of the subcommittee.

Lund said some of this depends on the meetings as well. For instance, the Housing Committee deals with federal funds and if the County takes that over he wants to be sure the minutes are done properly by someone who knows how to do it because it is a very important item. Others may just be advice and consent to the County Board and that is a little different than dealing with federal funds. Buckley asked about the meetings referred above that Board staff currently takes minutes for and whether those meetings would or would not need someone from the Board office to take the minutes. Sieber feels Board staff has enough work to do with the six standing committees, although, he does understand Lund's concern as well and reiterated that there should be a policy in place regarding this so this conversation does not need to be repeated every time a new subcommittee is formed.

Van Dyck does not think we can take any action on this tonight because of the way it is listed on the agenda and questioned if we could send it back so we can put some policies together as to what the expectations are with the four subcommittees Board staff is currently taking minutes at. Hemery said he will include in the proposed ordinance change that the sub or ad hoc committee would identify who it is they propose to take their minutes, or there could be an exception if they want the County Board staff to take them and then that would have to be approved by the Board. Hemery agreed with what Lund said earlier that there may be cases where the minutes are very important and in those cases the Board would have to approve an exception, but his recommendation is that the default position is that sub and ad hoc committees take their own minutes. Moynihan said one way to get around all of this is to do minutes that contain only the motions and the actions on the motions.

Borchardt suggested that people use their smart phones to record meetings and then submit that to the office for Board staff to type the minutes. That would alleviate the need for them showing up at meetings. Lund noted that in Wisconsin it has to be made clear that the meeting is being recorded because you cannot secretly record a meeting.

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Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to refer to Corporation Counsel to draft language as to creating sub and ad hoc committees, including minutes. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion by substitution made by Supervisor Van Dyck to refer back to Corporation Counsel to draft language as to what the requirements of the minutes are to be taken and then direct the named committees to take their own minutes effective January, 2019; *Motion withdrawn; no vote taken.*

Resolutions, Ordinances

- 9. An Ordinance to Amend Chapter 2 (County Board of Supervisors) of the Brown County Code of Ordinances by Amending Section 2.14(17) (Regarding Reconsideration). *Referred back from November County Board.***

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 10. Resolution for Table of Organization Change in the Planning and Land Services Department and Authorization for Brown County to Administer, Operate and Manage the Brown County Housing Authority.**

Sieber said from his review of the ordinance, he found that Brown County Housing Authority currently reports to Administration Committee, and suggested if this resolution passes, a motion be made to have them report to PD & T instead.

Buckley questioned if Human Services Committee would be more appropriate to have oversight of the Housing Authority. Planning Director Chuck Lamine informed that historically, Housing Authority has been handled in the Planning Office. It deals with primarily HUD work, but there is also the potential of being quite involved in terms of development work and he feels there is good synergy that can be created between some of the planning efforts and some of the housing programs. In addition, the relationship between Planning and the Housing Authority has been good. Planning would not be involved in any aspect of placing people in housing or anything like that; Lamine said Housing Authority has a contract with ICS for that. He said the Housing Authority is created as a separate government entity by statutes and they are a unit of government so to speak. The appointments are made through the County Executive and approved by the County Board and if this passes, the City Housing Authority staff would be replaced with County staff.

Motion made by Supervisor Erickson, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 11. Resolution re: That the State of Wisconsin Fund Two Necessary Assistant District Attorney Positions.**

Hemery noted the resolution should be amended due to some updated statistics received from Supervisor Brusky. The resolution will be amended to show that Brown County is currently 12.76 ADA's short instead of 11.46 and further, that Brown County has the second largest shortfall in ADA's and not the largest.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to amend the resolution by striking 11.46 in the second "Whereas" and replacing it with 12.76 and inserting "second" before the word "largest" in the same "Whereas". Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Sieber, seconded by Supervisor Moynihan to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

- 12. Resolution re: Increasing the Reimbursement Rate for Certified Private Attorneys that Act as Public Defenders.**

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

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Internal Auditor

13. Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans Recognition Subcommittee Budget Status Financial Report (Unaudited) for October 2018.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

14. Status Update: October 1 – November 30, 2018.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Corporation Counsel

15. Corporation Counsel's Report.

No report; no action taken.

Department of Administration & Human Resources

16. Director of Administration's Report.

Weininger informed the architect for the new expo hall is Kahler-Slater and the project manager is Miron. Currently they are going through the facility to determine how much asbestos there is and after that is done the demolition will begin. There will be a public input session on January 17, 2019 at Ashwaubenon Community Center from 5:00 – 7:00 pm.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

17. Budget Status Over/Under Report as of October 2018.

Weininger reported the County should finish the year in the black. He said the Sheriff's Department will finish better than projected, but still with a shortage of about \$100,000. Community Programs has been a concern and Administration is keeping a close eye on that.

Motion made by Supervisor Sieber, seconded by Supervisor Moynihan to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

18. Human Resources Report.

A meeting was recently held with staff and the health insurance advisor who will be asked to do a comprehensive review of all benefits to see if there are better deals or packages for the employees. There was also some discussion regarding creating a healthcare one on one class for supervisors and those that sit on the Benefits Advisory Committee because there seems to be a disconnect with the depth of knowledge regarding health insurance. HR will also be looking at doing some sort of wellness program to encourage healthy activities for employees.

With regard to the class and comp, Weininger informed the class part is nearly done. The next piece is the comp piece and there will be a meeting on this next week to talk in depth with department heads and allow them the opportunity to weigh in. Bringing people from below min up to min will probably be done in January or February and the larger comp piece should be done shortly thereafter.

Weininger concluded by saying that HR is formulating some policies and the most recent one was a corrective action and progressive discipline policy which has been forwarded to supervisors to be sure they are following the process and know what the expectations are. They are creating a personnel binder for the processes so there is continuity and consistency among staff. HR is currently fully staffed with the exception of one clerical position.

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**Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

County Executive

19. County Executive's Report.

County Executive Troy Streckenbach informed he has met with all department heads in the last month regarding where the County has been and where it is headed. The Brown County team is really good and the conversations were really good. Over the course of the next few months the annual reports and strategic plans from the departments will be brought to the Committee meetings. He said there was also contact with employees to make sure that everyone is headed in the same direction. As we come to the end of the year, Streckenbach feels we are setting a really good course for the upcoming year. He also said there is a successful replacement for CVSO Jerry Polus who will be retiring after the first of the year. The candidate has a lot of experience and was very highly recommended.

**Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to take Item 21 at this time. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Although shown in the proper format here, Item 21 was taken at this time.

20. Closed Session

- a. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining real estate property and investing in infrastructure.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to enter into closed session. Roll call vote taken: Ayes – Van Dyck, Erickson, Lund, Moynihan, Buckley, Hoyer & Sieber. **MOTION CARRIED UNANIMOUSLY**

- b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining real estate property and investing in infrastructure.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to reconvene into open session. Roll call vote taken: Ayes – Van Dyck, Erickson, Lund, Moynihan, Buckley, Hoyer & Sieber. **MOTION CARRIED UNANIMOUSLY**

- c. **Reconvene into Open Session:** The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining real estate property and investing in infrastructure.

No action taken.

Other

21. Such other matters as authorized by law.

Van Dyck informed the next Ed and Rec meeting will be held on Thursday night, December 13. This meeting has been split into two pieces to allow staff to report out on the first meeting for the Board meeting and the second part of the meeting to be reported out in January. He said they will be reviewing the conceptual plan for the Fairgrounds at this

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meeting and encouraged Supervisors to attend to get questions answered and put their opinions forward so it does not all have to be hashed out on the Board floor.

Sieber reminded that the following communications should be included on the next Executive Committee agenda: revising the oversight Committee for Human Resources from Executive Committee to Administration Committee and also changing the authority of the Brown County Housing Authority from Administration Committee to Planning, Development and Transpiration Committee.

22. Adjourn.

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to adjourn at 8:14 pm. Vote taken.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

AS AMENDED AT 01-07-2019 EXECUTIVE COMMITTEE MEETING

January 16, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

AMENDED

RESOLUTION TO CREATE A CITIZENS REDISTRICTING ADVISORY SUB-COMMITTEE TO REPORT TO THE BROWN COUNTY EXECUTIVE COMMITTEE

WHEREAS, it is desirable to create a *Citizens Redistricting Advisory Sub-Committee* (a sub-committee of the Executive Committee) to gather information from the public and from county staff, to conduct public meetings and to report and make recommendations to the Executive Committee regarding the parameters of the upcoming redistricting process; and

WHEREAS, Brown County Code Section 2.05 provides that Standing Committees, such as the Executive Committee, may create sub-committees, and may appoint County Board members and/or non-members to sub-committees, with appointments being at the discretion of the Standing Committee chair.

NOW THEREFORE BE IT RESOLVED, that the *Citizens Redistricting Advisory Sub-Committee* is hereby created as a sub-committee of the Executive Committee; and

BE IT FURTHER RESOLVED, that said sub-committee shall consist of 9 members that reside in the County of Brown, including: 5 Citizen Members; 1 Academic Member (~~a Political Science Professor from either the University of WI—Green Bay and/or St. Norbert College an~~ active or retired academic educator); and 3 Brown County Board of Supervisors Members; and

BE IT FURTHER RESOLVED, that said Citizen and Academic sub-committee Members: 1) Shall be **nominated** by having their names and resumes, which shall include information regarding any paid political party memberships of the nominee *or* a statement that no paid political party memberships exist, submitted to the County Board Office for

consideration on or before 12-01-2018; 2) Shall be **appointed by**, and at the sole discretion of, the Chairperson of the Executive Committee; and 3) Shall be confirmed by the Brown County Board of Supervisors; and

BE IT FURTHER RESOLVED, that said Brown County Board of Supervisors sub-committee Members: 1) Shall be **nominated by** having their names and a letter of interest submitted to the County Board Office for consideration on or before 12-01-2018; 2) Shall be **appointed by**, and at the sole discretion of, the Chairperson of the Executive Committee; and 3) Shall be confirmed by the Brown County Board of Supervisors; and

BE IT FURTHER RESOLVED, that said sub-committee shall elect officers at its first meeting, including: 1) a Chair (to set the Agenda and run the meetings); 2) a Vice-Chair (to act in the Chair's absence); and 3) a Secretary (to prepare the Agenda and to take Minutes, both of which shall be timely filed with the County Board Office, in order to relieve the County from incurring Agenda and Minutes related expenses); and

BE IT FINALLY RESOLVED that said sub-committee members shall serve for as long as it takes to complete their task as described above in this Resolution, but in no event longer than the April, 2022 election.

Fiscal Note: This resolution does not require an appropriation based on the received projected number of meetings, and based on the committee secretary being required to prepare the Agendas and to take the Minutes (instead of using county board staff time for these functions).

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

Authored by Corporation Counsel as directed by Executive Committee
Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County

305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 12-28-2018
REQUEST TO: Exec Comm and Co Board
MEETING DATE: 01-07-2019 and 01-16-2019, respectively
REQUEST FROM: Dave Hemery, Corp Counsel as directed by Exec Comm on 12-10-2018

REQUEST TYPE: ☐ New resolution ☒ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE:

***AMENDED* RESOLUTION TO CREATE A CITIZENS REDISTRICTING ADVISORY SUB-COMMITTEE
TO REPORT TO THE BROWN COUNTY EXECUTIVE COMMITTEE**

ISSUE/BACKGROUND INFORMATION:

Needed to change definition of "Academic Member" to "an active or retired academic educator"

ACTION REQUESTED:

Consideration and approval.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

What is the amount of the fiscal impact? \$ This resolution does not require an appropriation based on the received projected number of meetings, and based on the committee secretary being required to prepare the Agendas and to take the Minutes (instead of using county board staff time for these functions).

Is it currently budgeted? ☐ Yes ☐ No ☐ N/A (if \$0 fiscal impact)

- a. If yes, in which account? _____
b. If no, how will the impact be funded? General Fund
c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

Honorable Patrick Moynihan, Jr.

Aug. 13, 2018

Brown County Chair

305 E. Walnut St.

P.O. Box 23600

Green Bay, WI 54305-3600

Dear Chair Moynihan

Please consider this missive as a request from me to be appointed to the Citizens Redistricting Advisory Subcommittee. As both a voting citizen and Trustee of the Village of Ashwaubenon, the development of local and state voting districts is a subject which is important to me and in which I have a great deal of interest. Many constituents have expressed an interest in this matter to me.

I have been following the Whitford case closely. This is the US Supreme Court's ruling regarding Wisconsin's drawing of legislative districts following the 2010 decennial census. This case is now back in the District Court of Wisconsin and will in all likelihood return to the Supreme Court in the future.

Based on the importance of the issue of drawing legislative districts every 10 years and my interest in this issue, I sincerely request that the County Board consider me for membership to this vital Committee.

Your consideration is greatly appreciated.



Ken Bukowski

Village Trustee

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Pam Parish
2596 Appian Way
Green Bay, WI 54302
pam@downtowngreenbay.com

County Board Office
305 East Walnut Street
Green Bay, WI 54301

To Whom It May Concern,

I received a letter from the League of Women Voters of Greater Green Bay regarding the Citizens Redistricting Advisory Sub-committee. I am writing this letter to express my interest in serving as a member of this sub-committee.

My name is Pam Parish and I am currently the Program Manager for Downtown Green Bay, Inc. and Olde Main Street, Inc. I am involved in a variety of community organizations and boards such as the City of Green Bay's Economic Development Authority, Wisconsin Downtown Action Council, Southwest Softball Association, and Big Brother Big Sisters. I graduated from the University of Wisconsin Green Bay in May 2016 with degrees in Political Science, Public Administration, and Environmental Policy and Planning and a minor in Global Studies.

I do not have a paid political party membership.

I appreciate the invitation to serve on the Citizens Redistricting Advisory Sub-committee. If you have any questions or would like to hear more about my interest, please do not hesitate to contact me by email at pam@downtowngreenbay.com, or by phone at 920-639-9674.

Thank you,



Pam Parish

Pamela Parish

920.639.9674 | 2596 Appian Way, Green Bay, WI | pparish456@gmail.com

Experience

April 2016 - Present | Program Manager

Downtown Green Bay Inc. & Olde Main Street Inc., Green Bay, Wisconsin

- Oversee and manage the Districts' streetscape activities/programs including: Art on Main, Grow 'n Glow, cleanliness, banner program, holiday décor, receptacles, district markers and green spaces (medians, planter programs, district plantings, etc.)
- Direct and manage funds raised through the Grow 'n Glow capital campaign with direction from Physical Improvements Committee
- Evaluate the effectiveness of the Districts' programs regularly
- Maintain data systems to track the progress of local programs, including economic monitoring (recruitment/retention log, activity logs, occupancy studies, consumer surveys, etc.) individual building files, etc.
- Manage parking issues in the districts including being aware of any changes made and informing businesses, visitors, and employees
- Maintain website information including available properties, studies and reports, developments, and current projects and programs
- Develop and maintain positive and productive working relationships with local government officials and staff, business owners, the Board of Directors in both districts, and community leaders
- Research, write, and execute grant opportunities to fund programs

Spring 2016 | Mayor's Chief of Staff, Intern

City of Green Bay, Green Bay, Wisconsin

- Assist with the State of the City Address

May 2015 - April 2016 | Program and Events Intern

Downtown Green Bay, Inc. & Olde Main Street, Inc., Green Bay, Wisconsin

- Oversee and coordinate Indicators for Impact Study in cooperation with UW-Madison for Downtown Green Bay Saturday Farmers Market. Includes: coordinating and training volunteers, vendor and participant surveys as well as data reporting over course of summer markets
- Develop a master property and business database for over 700 downtown contacts: includes research through phone calls and web
- Research and report office occupancy, event and attraction attendance and available property information
- Update and input data onto downtowngreenbay.com website
- Served as Event Crew for Associated Bank's Fridays on the Fox, Gallery Nite Presented by Merrill Lynch and on-site manager for Summer in the Park

Education

Bachelor of Science Degree and Bachelor of Arts Degree | May 2016

Majors in Political Science, Public Administration & Environmental Policy and Planning

University of Wisconsin Green Bay

Leadership and Recognition

Spring 2016 | UW Green Bay's Outstanding Student of the Year, Spring 2016 Commencement | Chancellor's Leadership Medallion

Board of Directors

September 2017 - Present | Southwest Softball Association (Secretary)

January 2018 - Present | The Art Garage (Secretary)

March 2018 - Present | Wisconsin Downtown Action Council

Other

June 2017 - Present | Member of the City of Green Bay's Economic Development Authority

November 2018 - Present | Member of the International Visiting Scholars Steering Committee

December 2015 - Present | Big Sister in the Big Brothers Big Sisters Program

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Renee Gasch
719 Lewis St.
De Pere, WI 54115

November 16, 2018

Hand
delivered
11-16-18

Dear Honorable Chairperson and members of the Brown County Executive Committee,

Please accept this cover letter and resume as my application for Brown County's newly created Citizens Redistricting Advisory Sub-Committee. I hope you will agree that my civic engagement with redistricting reform makes me a qualified candidate for the Sub-Committee.

Since January 2017, I have volunteered as a leader of the Citizen Action Northeast Wisconsin Fair Maps team and the Fair Maps WI coalition. Citizen Action is a nonpartisan, issue-based advocacy group comprised of citizen-led organizing cooperatives in various part of the state. The Fair Maps WI coalition is a group of 501c3 organizations that advocate for statewide redistricting reform to establish an independent process for drawing election maps.

In this capacity, I have organized informational events in Green Bay and throughout Northeast Wisconsin to educate citizens about redistricting reform. At the Brown County Board of Supervisors in September 2017, I spoke in favor of passing an advisory resolution in support of an independent, nonpartisan redistricting process at the state level. Along with others from the Fair Maps WI coalition, I supported fellow citizens in passing similar resolutions in 41 counties as well as advisory referenda questions on five county ballots in 2018 (Outagamie, Winnebago, Sauk, Eau Claire, and Lincoln counties), which passed with 70 percent of the vote on average.

I am a strong supporter of Brown County's Citizens Redistricting Advisory Sub-Committee. I believe that counties can and should be a leader in establishing citizen input and oversight in the redistricting process. The Brown County Sub-Committee will help to minimize the conflict of interest created when elected officials draw their own districts and help to restore much-needed faith in the fairness of the redistricting process. Local citizens know their neighborhoods best, and they should have a say in how their districts are drawn.

Since December 2016, I have been a dues-paying member of the Democratic Party of Brown County, Wisconsin where I have worked to build support for nonpartisan redistricting reform. No party should be able to manipulate voting maps to get their candidates elected. Whether it be the Republican Party in Wisconsin or the Democratic Party in Illinois, the interests of the parties should not come before the interests of citizens or the integrity of our democratic processes.

Throughout my advocacy, I have spent a great deal of time studying redistricting models used across the country; the knowledge I've gained would be a valuable contribution to the Sub-Committee. It would be an honor to be selected. Thank you for considering my application.

Sincerely,
Renee Gasch

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RENEE GASCH

Resume

719 Lewis St., De Pere, WI 54115
920-366-3780, renee.gasch@gmail.com

EXPERIENCE

Renee Gasch Freelance, LLC

2014 - present

Owner and Founder

Write community discussion guides and curriculum for social issue documentaries. Manage engagement campaigns and partner relations for public media and nonprofit organizations including: Independent Television Service, Wisconsin Public Television, KQED Public Media, California Film Institute, Futures Without Violence, and Impact Media Partners.

Independent Television Service

2012 - 2014

Engagement and Education Manager

Managed a 100-city, monthly screening series of documentary films from the PBS *Independent Lens* series in partnership with museums, libraries, universities, and public television stations.

Miss Representation (documentary film)

2010 - 2011

Engagement and Education Coordinator

Led film research, external communications, and curriculum development during the film's premiere in the documentary competition at the 2011 Sundance Film Festival.

International Museum of Women

2007 - 2009

Online Promotions Coordinator, Exhibitions

Managed an award-winning multilingual online community of 8,000 women's rights activists from 150 countries and wrote multimedia exhibition content for an innovative, virtual museum.

SERRV International

2004 - 2007

Website and Public Relations Coordinator

Drove 2.8 million in online sales of cultural handicrafts for a venerable fair trade and international development organization.

EDUCATION

University of Wisconsin-Madison

2004

B.A. in Journalism, Certificate in Cultural Studies

California Institute of Integral Studies

2010

M.A. in Cultural Anthropology

VOLUNTEER

Citizen Action of Wisconsin, Northeast Organizing Cooperative

2017 - present

Definitely De Pere, Public Art Committee

2017 - present

City of De Pere, Sustainability Commission

pending

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James Crawford
5670 Ronk Road
Denmark, WI 54208

October 16, 2018

Patrick Moynihan, Jr.
Brown County Board
PO Box 23600
Green Bay, WI 54305-3600

Dear Mr. Moynihan,

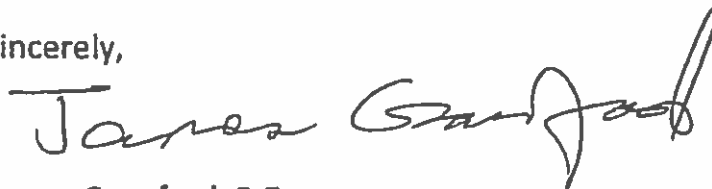
I am interested in serving on the Citizens Redistricting Advisory subcommittee as a citizen member. It is asked to advise and report to the Brown County Executive committee on redistricting.

My goal is to help form a happy consensus around fair voting boundaries.

I am a retired engineer with experience in the private sector and government service. My wife and I operate a tree farm in the Town of New Denmark.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "James Crawford". The signature is fluid and cursive, with the first name "James" and last name "Crawford" clearly legible.

James Crawford, P.E.

920-863-8837

Resume Enclosed

James G Crawford, P.E.

5670 Ronk Road Denmark, WI 54208
920 - 863 - 8837 Email: crawfj@netnet.net

CAREER PROFILE

- 20-years of experience as a state regulator of air pollution sources
- Experience in government and private environmental engineering
- Trained in Air Pollution Control

PROFESSIONAL EXPERIENCE

Air Mangement Engineer, Wisconsin Department of Natural Resources – 1991 to 1/2012.

- Compliance Engineer in WDNR's industrial Northeast Region.
- Facility Inspector, Compliance and Stack Test Reviews, Enforcement, Air Inventory.
- Duties include: permit writing, review of proposed permits, and implementation of federal NESHAP standards, public outreach, and agency efficiency.
- Authored three state air pollution rules for ozone nonattainment areas.
- Temporary section manager.

Project Engineer, Foth & Van Dyke – 12/1986 to 3/1991.

- Engineering Consulting Firm - work for private and government clients,
- Projects included landfill remediation, hospital waste incineration, wastewater treatment plant design, and air permits.

Prior Experience

Superfund Site Investigator, WDNR Bureau Solid/HW LTE – 8/1985 to 8/1986
AAA Environmental Industries, Sludge Application Projects – 1/1982 to 8/1984
Sewage Sludge Regulator, WDNR Southern District LTE – 9/1980 to 9/1981
Medical Technologist, VA Hospitals in North Chicago and Madison – 6/1978 to 8/1979.

EDUCATION/PROFESSIONAL DEVELOPMENT

Professional Engineer– since 1991;

Civil and Environmental Engineering – Univ. of WI - Madison B.S. degree; 1986

Soil Science – Univ. of WI - Madison B.S. degree; 1982

Medical Technologist – St. Catherine's School of Med. Tech; Board cert. 1979

Life Science – Univ. of WI - Parkside B.S. degree; 1977.

REFERENCE

- Richard Wulk, WDNR Air Management Supervisor, 920-662-5181

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Dan Theno
621 Schwartz Street
Green Bay, WI 54302
(920) 857-9832/ dan.theno@gmail.com

November 5, 2018

TO: Chairman Lund and members of the Board of Supervisors
RE: Citizen's Redistricting Advisory Sub-Committee

Chairman Lund and Honorable Brown County Supervisors:

I have been approached by several individuals seeking my participation in the Brown County "Citizen's Redistricting Advisory Sub-Committee". I would be honored and privileged to serve my county in such a capacity.

I am a former four-term Wisconsin State Senator from the 25th District of northwestern Wisconsin. During my tenure in the Senate, I was a member of the bi-partisan Special Committee on Re-Districting. I subsequently was elected twice as Mayor of my hometown, served as the administrator of two state agencies and was the Manager of Government Relations for a Fortune 500 company here in Brown County.

For the past year and a half I have been traveling around Wisconsin in speaking to large audiences on behalf of the Fair Elections Project. That organization is a statewide, non-partisan group which advocates the reforming of the process of re-districting Congressional and state Legislative districts in Wisconsin. Specifically, the Fair Elections Project is pushing for legislation to have the process of re-districting placed under the jurisdiction of non-partisan body such as is the case in Iowa. Last year I spoke before the Brown County Board of Supervisors on the topic and was pleased that our county leaders passed a resolution in support of the goals of the Fair Elections Project.

Districts of local, state or national governing bodies belong to the people. Districts should be compact, contain a community of interest and avoid the splitting of local governments and neighborhoods. Brown County should become a leader in making sure that the re-districting process is fair, transparent and unbiased.

I am not being paid or directed by a political party and would serve independently if appointed to the advisory committee.

Sincerely,



Dan Theno

President, Winning Local Elections LLC; Chair, Green Bay Neighborhood Leadership Council; Vice-Chair, Green Bay Traffic, Bicycle and Pedestrian Commission; Past Chair, Home and Life Workshops; President, Oak Grove Neighborhood Association; Statewide speaker for the Fair Elections Project; Mentor for Professionals; Garden designer

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DANIEL O. THENO
621 Schwartz St.
Green Bay, WI 54302
(920) 857-9832 / dan.theno@gmail.com

PROFESSIONAL EXPERIENCE

UNITED STATES CENSUS BUREAU, Chicago, IL

2009, Partnership Specialist

- Served as liaison between the Census Bureau and local governments in Wisconsin

HORSEMEN'S BENEVOLENT AND PROTECTIVE ASSOCIATION, Grove City, OH

2001-2007, Executive Director

- Oversaw all aspects of the administration of a statewide trade association
- Implemented membership education and public relations programs
- Managed budget and investment business functions

DEERFIELD TOWNSHIP, Loveland, OH

1999-2001, Administrator of Economic Development and Community Relations

- Served as Assistant Administrator
- Carried out community relations functions
- Conducted economic development and community planning functions

FORT HOWARD/ FORT JAMES CORPORATIONS, Green Bay, WI

1991-1998, Manager of Government Relations

- Lobbied before Congress and five state legislatures
- Monitored and analyzed local, state and national policy developments
- Served as corporate liaison with outside organizations and other businesses

STATE OF WISCONSIN, Madison, WI

1989-1991, Director of Intergovernmental Relations/ Administrator of State and Local Finances (two separate agencies)

- Developed cooperative policy initiatives with local and national governments
- Administered state aid programs to local governments and school districts
- Supervised statewide equalization and grant programs

CITY OF ASHLAND, Ashland, WI

1986-1989, Mayor

- Served as full-time chief executive of a municipal government
- Managed budget and finance and supervised departments and staff
- Oversaw economic development and community improvement initiatives

WISCONSIN STATE SENATE, Madison, WI

1972-1986, State Senator

- Analyzed and proposed state public policies
- Conducted public information and media relations functions
- Decided support or opposition to state legislative proposals

OREGON SCHOOL DISTRICT, Oregon, WI

1969-1972, Vocational Agriculture Instructor

- Served as educator in agriculture, conservation and mechanics

ROBYN Y. DAVIS
3168 TOBERMORY DRIVE
GREEN BAY, WI 54311
davisrobyn57@gmail.com
920-227-8310

November 29, 2018

Tom Lund
Chairperson, Executive Committee
Brown County Board of Supervisors
305 East Walnut Street
Green Bay, WI 54301

RE: Citizen's Redistricting Advisory Subcommittee

Dear Mr. Lund:

Please accept this letter and the enclosed resume in application to serve as a Citizen Member of the Citizen's Redistricting Advisory Subcommittee. I learned of this opportunity through the League of Women Voters of Greater Green Bay. I have read the resolution creating the subcommittee and I would value the opportunity to serve the best interests of all Brown County citizens as a member of the committee.

I do not maintain any paid political party memberships.

Please feel free to contact me with any questions.

Very truly yours,


Robyn Y. Davis

Hand-Delivered

ROBYN Y. DAVIS

3168 Tobermory Drive, Green Bay, Wisconsin 54311 | H: (920) 227-8310 | C: (920) 227-8310 | davisrobyn57@gmail.com

EXECUTIVE PROFILE

Personable, genuine, passionate servant leader possessing excellent verbal and written communication skills with demonstrated ability to master and apply new information, as well as lead and influence in a manner which instills both confidence and enthusiasm.

SKILL HIGHLIGHTS

- Leadership
- Superior Communication Skills
- Public Relations
- Building Collaborative Relationships
- Organizational Development
- Strategic Planning

CORE ACCOMPLISHMENTS

- Leads multi million annual giving campaign
- Leads refreshed organizational strategic planning and execution
- Led organization transition and restructure
- Retired \$300,000.00 mortgage of residential homeless facility

PROFESSIONAL EXPERIENCE

05/2017 to Current

President and CEO

Brown County United Way — Green Bay, WI

- Principal professional resource to the Brown County United Way Board and its Chair, and in cooperation with its Chair, represents the United Way to the community. The community includes a constituency of givers, recipients of services, individuals, agencies, governments, businesses and other institutions.
- Assures the continuity of top level volunteer direction for the United Way through a program of cultivation, recruitment and motivation of community leadership in Board of Directors and other volunteer leadership.
- Sets the strategy and direction of Brown County United Way.
- Cultivates and develops cooperative relationships with employers, employees, individuals, agencies, service providers, government and community groups to fund and implement effective community strategies.
- Establishes organizational plans, policies and procedures as necessary for effective operation of the United Way.. Reports to the Board on committee meetings and progress.
- Manages and directs the activities of a multi-disciplined staff in the planning, organizing, implementing and evaluating of: resource development, community impact initiatives, communications and marketing of Brown County United Way, financial resource management.
- Leads the CEO meeting process
- Develops effective internal systems and processes to support the work of the organization.
- Maintains relationship with Green Bay Labor Council and AFL-CIO

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Community Services group.

05/2009 to Current	<p>President Freedom House Ministries, Inc — Green Bay, WI</p> <ul style="list-style-type: none">• Provide leadership and vision for Freedom House consistent with the overall mission and values set forth by the Board of Directors. Reports to the Executive Committee of the Board of Directors.• <i>Community Relations-Advocacy</i>: Represents the organization at community functions, establishing partnerships and alliances with like-minded organizations and cultivating influential relationships in the community. Develops and maintains close relationships with individuals and agencies in local and state levels of government.• <i>Resource Development</i>: Provides leadership to Board and committees as well as actively solicits major donors and corporate partners and maintains positive relationships. Develops and supports fundraising campaigns and processes.• <i>Financial Management</i>: Develops and monitors annual budget, routine financial matters and financial planning. Ensures long term viability through prudent financial management and procurement of funding sources, including grants.• <i>Operational Management</i>: Responsible for all day-to-day operations including case management, volunteer management, facility management, aftercare programming, childcare licensing and expansion of core services, where appropriate. Supervision and development of 7 member leadership team.• <i>Organizational Development</i>: In collaboration with the Board Nominating Committee, responsible for recruitment and training of Board members, liaison with various Board projects, providing guidance on Board policy, and measuring Board effectiveness.• Collaboration with other organizations to address the challenge and eradication of homelessness in Brown County, WI.• <i>Strategic Planning</i>: Responsible for strategic planning in collaboration with the Board.• <i>Committee Management</i>: Provide priorities, direction, assignments for operating and ad hoc committees. Coordinate committee activities and holds committees accountable for results.• <i>Human Resources-Personnel Management</i>: Hires, trains, coaches, supervises and annually evaluates performance of subordinate staff. Personnel management includes management of workers' compensation, insurance, employment laws and equal opportunity laws.
02/2009 to 05/2009	<p>Executive Vice President Freedom House Ministries, Inc — Green Bay, WI</p> <ul style="list-style-type: none">• Position created to facilitate training and transition to Presidency.• Reported to the former President and Board of Directors.
02/2007 to 02/2008	<p>Church Secretary Beautiful Savior Lutheran Church — Green Bay, WI</p> <ul style="list-style-type: none">• Responsible for the day-to-day paper work and administration of the church including correspondence, worship folders, announcements, and

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coordination of church newsletter.

- Supervision of paid and volunteer staff.
- Reported directly to senior pastor.

01/2006 to 01/2008

Executive Assistant

Leap of Faith Group, Inc — De Pere, WI

- Responsible for office management and administrative duties leading up to and beyond first faith-based event held at Lambeau Field, Green Bay, WI.
- Developing and implementing registration procedures, supervision of office staff, preparation of documents to obtain state and federal tax exemption status for the organization.
- Reported directly to President.

11/2002 to 11/2007

Paralegal/Administrator

Cassiani /Wise Shepherd Law Offices — Green Bay, WI

- Responsible for legal research, drafting of court documents, preparation of clients for hearings/trials, supervision of paralegal, clerical support and legal interns.
- Assisted in establishing the Green Bay office through community networking.

EDUCATION

2013

Social Innovative Leadership Experience

Marquette University

Certificate of Completion, College of Business Administration

2013

US Army War College — Carlisle Barracks, Pennsylvania

Certificate of Leader Development, National Security Seminar

2008

Biblical Counseling Institute — Mobile, Alabama

Joint Certificate in Biblical Counseling with Smith Center for Leadership Development, Southwestern Baptist Theological Seminary, Fort Worth, Texas.

1982

Juris Doctor

George Washington University Law School — Washington, D.C.

1979

Bachelor of Arts: English, Sociology

Hofstra University — Hempstead, NY

PROFESSIONAL AFFILIATIONS

Green Bay Packers of the National Football League, Board of Directors

Center for Exceptional Leadership, St. Norbert College, Facilitator

Weidner Center Presents, Inc., Green Bay, WI: Board of Directors

Diversity and Inclusiveness Task Force, Co-Chair, Greater Green Bay Chamber

Management Women, Green Bay, WI: Board of Directors

Chair, Bylaws Committee;

Chair, Strategic Planning Committee,

Membership Committee

Program Presenter

Bay Area Community Council, Green Bay, WI: Board of Directors

Brown County Homeless and Housing Coalition, Green Bay, WI:

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Governing Board
Aurora Bay Care Ethics Committee, Green Bay, WI:
Community Member
Salvation Army Advisory Council, Union Court, Green Bay, WI
Northeast Wisconsin Alumnae Chapter, Delta Sigma Theta Sorority, Inc., Charter
Member, April 2016, Corresponding Secretary
Freedom House Ministries, Green Bay, WI: Board of Directors
Board Secretary, Executive Committee

ADDITIONAL INFORMATION

- Work experience from 1993-2002: Ministry Administrator, Retail Management.
- Law related experience from 1982-1993: Staff Attorney, RI Legal Services, Providence, RI; Assistant Attorney General, RI Department of Attorney General, Providence, RI; Managing Partner, Davis and Terry Law Firm, Providence, RI; Associate Justice, Providence Housing Court, Providence, RI.

REFERENCES

References Available Upon Request

11/19/18

Thomas M. Joynt, PhD
2460 Deerpath Drive
Green Bay, WI 54302
920-469-7569
tjoynt@cesa7.org

Dear *Citizen's Redistricting Advisory Sub-Committee*,

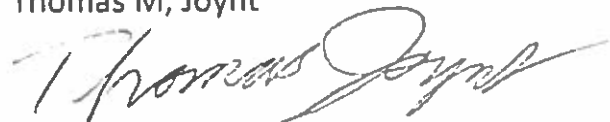
This letter is sent to express my interest in serving as a citizen representative on the *Citizen's Redistricting Advisory Sub-Committee*. In terms of my background, I have been a resident in Brown County as of the last 28 years. I have no "paid political party membership". Formerly, I served as the Green Bay School District Superintendent from 1991-2001. I earned my Doctorate at the University of Wisconsin-Madison in the Administrative Leadership Program offered through the School of Education. Finally, I also taught in the Administrative Leadership Program at the University of Wisconsin-Milwaukee from 2001-2015.

I believe my leadership role as the Green Bay District Superintendent and my training and teaching experience on the Doctoral level will help make my participation helpful.

Thank you for your consideration.

Respectfully,

Thomas M. Joynt

A handwritten signature in cursive script that reads "Thomas Joynt".

2460 DEERPATH DRIVE • GREEN BAY, WISCONSIN 54302
PHONE 920-469-7569 • FAX 920-492-5965 •
E-MAIL TJOYNT@CESA7.K12.WI.US

Thomas M. Joynt

POSITIONS IN EDUCATION

- 2001 to 2015 - Faculty member University of Wisconsin-Milwaukee, Administrative Leadership Department
- Supervised practicum assignments for district administrator and principal candidates
 - Taught district administrator and principal classes specializing in politics, personnel and supervision
 - Served as a consultant in school district planning
- 1991 to 2001 - Superintendent Green Bay Area Public School District
- Provided leadership in passing four referendums to secure funding for construction and maintenance of new or remodeled school facilities;
 - Provided leadership to outline standards and benchmarks for the entire curriculum as well as implement new assessment initiatives;
 - Reorganized the District's administrative structure and initiated individual building and District Learning Councils with staff and community representatives,
 - Introduced the concept of school based family resource centers,
 - Helped to organize and chair the Education Grant Committee for the Greater Green Bay Foundation.
- 1988 to 1991 - Superintendent Menomonee Falls School District
- Reorganized the District's facility plan for projected growth,
 - Expanded the District's role in the 220 (Milwaukee Voluntary Integration) Program,
 - Served as the Chair of the Minority Education Recruitment Office sponsored by the 220 program,
 - Served as the suburban representative on the Greater Milwaukee Education Trust.
- 1984 to 1988 - Superintendent Pulaski Schools
- Worked with the University of Wisconsin-Madison North Central Association office to develop a K-12 optional evaluation process;
 - Expanded the District's Community Education program especially in the areas of adult education, health services and child care;
 - Implemented a District-wide staff development program to support a new supervision/evaluation plan.
- 1976 to 1984 - Principal Pulaski High School.
- 1974 to 1976 - Assistant Superintendent of McHenry (Illinois) Secondary School District.
- 1973 to 1974 - Principal of Kohler Secondary Schools (grades 6-12).
- 1970 to 1973 - Assistant Principal at Pulaski High School.
- 1966 to 1970 - Team Leader in the United States History Team involving University of Wisconsin Interns each semester initially at Janesville High School and later at Janesville Craig High School.

EDUCATION

- 1964 - Bachelor's Degree - University of Wisconsin-Madison
- 1966 - Master's Degree in United States History-University of Wisconsin-Madison
- 1972 - Master's Degree in Educational Administration-University of Wisconsin-Madison
- 1982 - Ph.D. in Educational Administration-University of Wisconsin-Madison

ARTICLES

- April, 2007 "Wisdom of Experience" by Thomas Joynt, Wisconsin School News.
- May, 2005 "Rational Decisions, Public Trust", by Thomas Joynt, Wisconsin School News.
- December, 2002 "Cost Cutting Through Onion Layers", by Thomas Joynt, The School Administrator.
- November, 2001 "Partnerships - An Answer Not a Choice", by Thomas Joynt, Wisconsin School News.
- August, 1999 "Testing and Fairness" by Thomas Joynt, Wisconsin School News.
- May, 1997 "The High School of the Future" by Daniel Nerad and Thomas Joynt, Wisconsin School News.

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April, 1994	"Community Education with a New Twist" by Thomas Joynt, <u>Wisconsin School News</u> ;
September, 1993	"A System Plan to Reorganize Top Leadership" by Thomas Joynt, <u>The School Administrator</u> ;
June, 1990	"Education-Is It a Matter of Choice?" by Thomas Joynt, <u>Wisconsin School News</u> .

POST SECONDARY EDUCATIONAL EXPERIENCE

2001 to present	Planning consultant – Marion, Gillett, Sevastopol, DePere, Wrightstown, Howard Suamico, Pulaski, and Kiel
1990 to 1999 –	Adjunct Instructor–University of Wisconsin-Milwaukee Administrative Leadership;
1984 to Present –	Staff Development Trainer - Rosendale Brandon School District

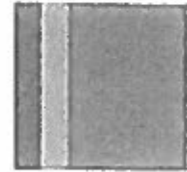
PRESENTATIONS

December 11, 2003	"The Onion Model Might Save You Some Budget Headaches" Wisconsin Association of Administrators Winter Conference;
August 2002, 2003	Keynote speaker for Oconto Falls (2002) and Mauston (2003) start of the year district in-service;
May 2, 2002	"Dealing with Difficult Boards and Maverick Board Members" Panel for the Annual Wisconsin Association of School District Administrators Conference;
November 6, 2001	"The Value of Partnerships for Improved Student Learning" Wausau School District in-service;
March 1, 2000	"Creating Meaningful Parent and Community Partnerships in Schools" Keynote speech at the Department of Public Instruction Community Education Conference;
May, 1998	Keynote address at the Family Center Workshop for Schools and Communities (co-sponsored by Parents Plus, the Department of Public Instruction and the Wisconsin Parent Teachers Association);
February, 1997	"Community and School District Shared Goals . . . Shared Use" (co-presenter) at the Annual Wisconsin Association of School District Administrators School Facilities Conference;
October, 1996	"Using the Neighborhood as a Resource" at the Annual Community Education Conference;
December, 1995	"Budget Cutting Made as Painless as Possible Through a Priority Point System" at the Wisconsin Association of School District Administrators Winter Conference;
October, 1995	"Community Education as an Agent of Change" at the Community Education Conference;
April, 1995	"Strategies for Passing Referenda" at the Wisconsin Association of School District Administrators Educational Conference;
June, 1990	"Strategic Planning for the Year 2000" at South Central Conference Administrators Summer In-service.

ORGANIZATIONS/RECOGNITION

September, 2002	Distinguished Service Award, Wisconsin Association of School District Administrators;
1998 to 2001	President of the Wisconsin Association of School District Administrators;
1998 to 2001	Board of Directors of Green Bay Area Chamber of Commerce;
1998 to 2001	Steering Committee of the University of Wisconsin-Green Bay Institute for Learning;
1996 to 2000	Chair of Grants Committee for Greater Green Bay Trust Foundation;
1995 to 2000	Board of Directors of the Wisconsin Economic Education Board (former President of the Board 1995-1997);
1994	University of Wisconsin-Madison School of Education Alumni Achievement Award;
1993	Chaired the Community Education Task Force sponsored by the Department of Public Instruction;
1992 to 2001	Founding member of the Partners in Education (Brown County) – two terms as President;
1991 to 2001	Member of Wisconsin Community Education Association;
1991 to 1993	Chaired the Minority Education Recruitment Committee (220 Program);
1990	Member of the Greater Milwaukee Education Trust Board.

Cheryl McCutcheon
3430 Shady Lane, Suamico, WI 54313
920-434-0934 mcutcheon@new.rr.com



November 10, 2018

County Board
305 East Walnut Street
Green Bay, WI 54301

Re: Citizens Redistricting Advisory Sub-Committee

Dear County Board,

I am writing to express interest in being selected as a Citizen Member of the Citizens Redistricting Advisory Sub-Committee that will be forming soon. I am anxious to become more involved in the community and our local government.

In my 20+ years at Procter & Gamble, I have demonstrated many skills, as shown in the attached resume, that may benefit this and future committees.

I am not a member of a political party.

Thank you in advance for considering me for this role.

Sincerely,

A handwritten signature in black ink that reads "Cheryl McCutcheon". The signature is stylized and cursive.

Cheryl McCutcheon



CHERYL MCCUTCHEON

3430 Shady Lane, Suamico, WI 54313 • 920-434-0934
mccutcheon@new.rr.com

EXPERIENCE

MARCH 1998 - CURRENT

PROJECT MANAGER, PROCTER & GAMBLE

- I currently lead capability-building efforts for the company's engineering organization.
- In past roles, I have led successful start-ups of several multi-million-dollar projects.
- I have extensive experience in leading groups of people, managing project timelines, and controlling budgets.

MAY 1995 – MARCH 1998

PROCESS ENGINEER, FORT JAMES CORPORATION

- Improved safety, quality, and reliability results for papermaking and converting departments.

EDUCATION

FEBRUARY 2004

M.S. ENGINEERING MANAGEMENT, MILWAUKEE SCHOOL OF ENGINEERING

MAY 1995

B.S. CHEMICAL ENGINEERING, MICHIGAN TECHNOLOGICAL UNIVERSITY

STRENGTHS

- Leadership
- Action-planning
- Initiative and follow-through

SKILLS

- Strong computer skills
- Managing a budget
- Organization

ACTIVITIES

- Volunteering
 - Reading coach for 2nd grade class
 - Coalition of Voting Organizations
- Triathlete and half-marathon runner
- Traveling, cooking, reading, scrapbooking

Tom,

Here are the documents I found helpful in the work of our committee on local redistricting reform.

Enclosed are documents from Milwaukee County and Dane County.

I also found the little booklet "Local Opportunities for Redistricting Reform" to be helpful.

Another great source on redistricting is the Brennan Center for Justice at New York University.

Good luck! Thanks for your willingness to move this important work forward!

Annelise

Waggoner

Nov. 29, 2018

DANE COUNTY
**Final Recommendations by the Redistricting Subcommittee
for Establishment of a 2021 Redistricting Process**

In 2014, Dane County voters overwhelmingly supported impartial, nonpartisan redistricting as a result of an advisory referendum. In response, the Executive Committee of the Dane County Board of Supervisors approved a motion creating a Dane County Redistricting Subcommittee to make recommendations for the 2021 redistricting process. This subcommittee began its work in the summer of 2015.

The subcommittee met eleven times, held one public hearing, and communicated with the public through the media, email, and the County Board website in order to solicit public input on this topic.

RECOMMENDATIONS:

A. Establishing a Citizen Redistricting Commission

The subcommittee's recommendation is that the county establish an impartial redistricting commission consisting of 9 or 11 citizen members.

Such a commission should include the following in the composition of the citizen members: 1) Non-Madison cities and villages; 2) Towns; 3) City of Madison; 4) Gender diversity; 5) Racial and ethnic diversity; and 6) Geographic diversity.

The subcommittee's recommendations for eligibility criteria for citizen members are:

- a. Must be a Dane County resident
- b. Not a member of the Dane County Board or employed by Dane County, including consultants
- c. Not a registered lobbyist before Dane County
- d. Not in an official position with a partisan organization (nor have been for the past year)
- e. Not a participant in the State of Wisconsin 2011 partisan redistricting process
- f. Must be impartial, which includes refraining from engagement in any political party activity or supporting the election or defeat of any candidate or referendum during their tenure on the commission, and that they will not engage in supporting the election or defeat of any county candidate in the spring primary and general election immediately following redistricting.
- g. Have a basic familiarity with maps
- h. Potential conflicts of interest, including any financial interest coming from Dane County, must be disclosed.

The subcommittee's recommendations for selection of the citizen members of a redistricting commission are as follows:

- 1) The City of Madison, Dane County Towns Association, and Dane County Cities and Villages Association will each submit to the Dane County Board Chair a list of no more and no less than three (3) candidates that meet the eligibility criteria for membership on an impartial citizen redistricting commission. The Dane County Board Chair will select one (1) candidate from each of the submitted lists to serve as a member on an impartial

citizen redistricting commission. The Dane County Board Chair will set a deadline by which the parties must submit their lists of candidates. If the City of Madison, the Dane County Towns Association, or the Dane County Cities and Villages Association does not submit its list of three (3) candidates by the deadline, it will forfeit its opportunity to submit candidates for selection to the commission.

- 2) The Dane County Board Chair will make three (3) or four (4) additional citizen appointments and the Dane County Clerk will also make three (3) or four (4) additional citizen appointments to an impartial citizen redistricting commission after the opportunity to serve has been communicated through a recruitment process which is structured to contact broad and diverse sections of the Dane County electorate. The interested persons shall apply. Applications shall be screened initially by County Board staff to remove any applicants that do not meet the eligibility criteria. The Dane County Board Chair and Dane County Clerk will then make the final appointments of members to an impartial citizen redistricting commission.
- 3) The commission should not include ex-officio county board supervisors. Supervisors will be allowed to participate and provide input to the same extent as input is taken from the public.

In addition to its recommendation to establish a citizen redistricting body, the subcommittee has developed recommendations for two sets of possible criteria to be used during redistricting: one set for the *process* of making decisions about redistricting; and another set to be considered when *drawing* the maps.

B. Criteria for Mapping Process

- i. Independent
- ii. Impartial
- iii. Fair
- iv. Accountable
- v. Transparent
- vi. Timeliness with respect to state statutory process*
- vii. Public engagement, to include opportunity for public to submit maps, which will be considered by the commission
- viii. Early and ongoing communication with municipal clerks for input throughout the process

C. Criteria for Map Content

The commission shall develop a map that divides the county into the number of districts determined by the County Board. In the preparation of its plan for dividing the county into districts for the election of county board supervisors, the commission shall apply applicable state and federal law, which shall control in the event of any conflict with the ordinance. The commission shall also apply the criteria set forth in the following paragraphs to the maximum extent practicable and without regard to incumbency. The following criteria shall all be considered, but they shall be given priority in the paragraph order in which they are listed.

- i. Equal population*
- ii. Contiguity*
- iii. Compactness*
- iv. Political boundaries such as cities, villages, towns, school districts, or districts thereof
- v. Racial, ethnic, or language minority representation* and communities of interest*

- vi. Geography and natural boundaries, such as rivers, lakes, etc.
- vii. Neighborhoods

* Required by state or federal law

D. Additional Recommendations of the Subcommittee

- a. The Redistricting Commission should adopt a map drawing process that includes direction on staff chain of command, and that indicates direction to staff should not come from County Board members or any parties not on the redistricting commission.
- b. The issue of core retention of districts should be considered as a potential criterion for map content *after* the 2021 redistricting process is completed, but before the subsequent redistricting process begins.
- c. The Dane County Clerk should develop a schedule for the redistricting process and a suggested timeline and process for public engagement to be adopted and used by the redistricting commission.
- d. Include, for reference of the commission in relation to public engagement in the map drawing process, materials on the Ohio redistricting competition. (see attachment to these recommendations)

1 By Supervisor Taylor

File No. 15-691

3 **A RESOLUTION/ORDINANCE**

4 Amending Chapter 3 of the Milwaukee County Code of General Ordinances by
5 directing that any new redistricting plan developed for adoption to create the Milwaukee
6 County Board of Supervisory districts shall be developed by an Independent Citizen
7 Redistricting Panel that redraws supervisory districts in the best interest of the citizens
8 of Milwaukee County

9 WHEREAS, in accordance with Wisconsin State Statutes, Milwaukee County is
10 required to redraw its Supervisory Districts following the Federal Decennial Census; and

11
12 WHEREAS, previously the Milwaukee County Supervisory District redistricting
13 process was conducted by the Milwaukee County Board Staff, all of whom are political
14 at-will appointments, thereby creating potential conflicts, controversies, and conflicts of
15 interest – as evidenced most notably during the 2010 redistricting process which
16 resulted in a lawsuit against the Milwaukee County Board; and

17
18 WHEREAS, the next required redistricting process occurs after the 2020 census,
19 and will be undertaken after the 2016, 2018, and 2020 elections, restructuring the
20 process at this time and making it more independent presents a great reform
21 opportunity for Milwaukee County; and

22 WHEREAS, a survey commissioned by the Minnesota League of Women Voters
23 found that over two-thirds of participants of all political beliefs, ages, and locations
24 favored depoliticizing and redesigning the redistricting process so that the responsibility
25 and decisions of redrawing the district maps are made in an impartial, disinterested, and
26 independent manner; and

27 WHEREAS, a growing redistricting reform movement by state and local
28 governmental units seeks to depoliticize the redistricting process all across the country
29 and remove the self-interest of lawmakers and incumbents affected by the redrawing of
30 district lines, especially those which result in convoluted district boundaries; and

31
32 WHEREAS, examples of this trend of redistricting reform efforts include:

- 33
34 • California's State and Federal legislative redistricting, which is performed by an
35 independent citizens panel
36 • The Arizona Independent Redistricting Commission
37 • The Alaska Redistricting Board
38 • The Hawaii Reapportionment Board
39 • The Idaho Redistricting Commission
40 • The Missouri Apportionment Commission
41 • The Montana Redistricting Commission

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- 42 • The New Jersey Redistricting Commission
- 43 • The Washington State Redistricting Commission
- 44 • New York's 2014 referendum to create a 10-member Redistricting Commission
- 45 • The Tomkins County (NY) Independent Redistricting Commission
- 46 • The Salt Lake County (UT) Redistricting Commission
- 47 • The proposed Monroe County (NY) Redistricting Commission
- 48 • Suffolk County (NY) Non-partisan Reapportionment Committee for Re-drawing
- 49 Partisan County Legislative Districts
- 50 • New York City's Autonomous Districting Commission
- 51 • San Diego County (CA) Independent Redistricting Commission of Retired
- 52 Judges
- 53 • City of Austin (TX) Independent Citizens Redistricting Commission (CD10-1)
- 54 • Dane County (WI)

55
56 ; and

57
58 WHEREAS, several contemporary factors lend themselves to reform the
59 Milwaukee County Board's redistricting process, including the awareness of the
60 improved redistricting developments elsewhere in the nation, the opportunity for
61 Milwaukee County to adopt and implement a new redistricting plan upon authorization
62 from the Wisconsin state legislature and the governor, heightened citizen interest and
63 attendance at past county redistricting hearings, and increased interest in the
64 community regarding reforms generally in Milwaukee County government; and
65

66 WHEREAS, it is in the interest of good government reform to adopt an ordinance
67 to create an Independent Milwaukee County Redistricting Panel to develop a decennial
68 redistricting plan for Milwaukee County supervisory districts that is in the best interests
69 of all of the citizens of Milwaukee County; now, therefore,
70

71 BE IT RESOLVED, that to codify this redistricting policy of establishing an
72 Independent Citizen Redistricting Panel, the Milwaukee County Board of Supervisors
73 hereby amends Section 3.01(2) of the Milwaukee County Code of General Ordinances
74 by adopting the following:

75

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76 AN ORDINANCE

77
78 The Milwaukee County Board of Supervisors ordains the following:

79 Section 1. Chapter 3 COUNTY BOARD DISTRICTS

80 Definitions

- 81 a. "Appointed official" means any member appointed to a county commission or
82 board.
- 83 b. "Associated," when used with reference to an organization, includes any
84 organization in which an individual or a member of his/her immediate family is
85 a director, officer, or trustee, or who has a significant fiduciary relationship or
86 an individual who owns or controls, directly or indirectly, and severally or in
87 the aggregate, at least ten (10) percent of the outstanding equity.
- 88 c. "Conflict of interest" means a public official's or employee's action or failure to
89 act in the discharge of his or her official duties which could reasonably be
90 expected to produce or assist in producing a substantial economic or
91 personal benefit for such official, his or her immediate family or an
92 organization with which he or she is associated.
- 93 d. "Elected official" means any person holding an elected county office.
- 94 e. "Employee" means any person holding an office or position in the classified
95 service of the county or any person holding a non-classified office or position,
96 except elected officials and appointed officials.
- 97 f. "Immediate family" means an individual's:
98 (a) Spouse; and
99 (b) Child, parent, or sibling or in-law or step-relative of the same degree who
100 receives, directly or indirectly, more than one-half (½) of his/her support from
101 the individual or from whom the individual receives, directly or indirectly, more
102 than one-half (½) of his/her support.
- 103 g. "Lobbying" means the practice of attempting to influence legislative or
104 administrative action by oral or written communication with any public official.
- 105 h. "Organization" means any stock or non-stock corporation, partnership,
106 proprietorship, firm, enterprise, franchise, incorporated or unincorporated
107 association, trust or other legal entity other than an individual or body politic.
- 108 i. "Public official" means any elected official or appointed official.
- 109 j. "Resources" means county supplies, services, property, or facilities not
110 available to all citizens.

111 3.01. Apportionment of county board.

112 (1) Establishment of Redistricting Authority

113 Independent Citizen Redistricting Panel. In order to maintain the integrity of the
114 redistricting process and to mitigate any conflicts of interest or claims of
115 politicization, or protection of incumbency an Independent Citizen Redistricting
116 Panel (ICRP) shall be established by this Code and shall be initially convened in

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117 accordance with the final published results of the 2020 federal decennial census
118 and every census thereafter to develop all subsequent decennial redistricting plans
119 for Milwaukee County.

120 (4)(2) Statement of principles.

121 In order to minimize the differences of population between the eighteen (18) county
122 supervisory districts established by the county board in accordance with the final
123 published results of the 2010 federal decennial census, as distributed by an agency
124 of the state and to comply with s. 59.10(2), [Wis. State.]. County supervisory
125 districts are hereafter established so as to represent as nearly as practicable an
126 equal number of persons, but considering such other factors as community of
127 interest, compactness of territory and contiguity, and continuity and integrity of
128 existing village and city lines and precincts wherever possible, and with the
129 predominant objective of achieving an honest and good faith effort to create the
130 greatest possible equal population distribution among all eighteen (18) districts.

131 (a) Panel criteria. The ICRP's redistricting plan shall comply with the following
132 criteria:

133 (1) Federal equal population mandates

134 (2) Redistricting criteria established by federal and state laws

135 (3) Maintenance of voting rights of Hispanic and African American and other
136 citizens as guaranteed in the federal Voting Rights Act of 1965, as amended.

137 (4) A map that consists of compact districts that take into account the integrity of
138 existing neighborhoods and communities of interest within Milwaukee County
139 without regard to incumbent supervisors' interests or residences.

140 (b) Members. The ICRP shall be composed of eight (8) members who are adult
141 residents of Milwaukee County, appointed by the County Board Chairperson from the
142 nominations submitted by identified nominating authorities.

143
144 (c) Member-nominees and Nominating authorities. The ICRP members shall be
145 nominated by the following organizations:

146 (1) A retired or reserve judge as the appointed chairperson nominated by the
147 Milwaukee County Chief Judge

148 (2) An appointee as nominated by the dean of the Marquette University Law
149 School

150 (3) An appointee as nominated by the chair of the University of Wisconsin-
151 Milwaukee School of Public Administration

152 (4) An appointee as nominated by the chair of the Hispanic Chamber of
153 Commerce

154 (5) An appointee as nominated by the chair of the Milwaukee Urban League

155 (6) An appointee as nominated by the chair of the Public Policy Forum

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156 (7) An appointee from a suburban municipality as nominated by the chair of the
157 Intergovernmental Cooperation Council of Milwaukee County

158 (8) An appointee as nominated by the president of the League of Women
159 Voters.

160 (9) If an appointing authority, even after notification, fails to submit an appointee
161 within six (6) months of the panel convening, the County Board Chair shall
162 nominate a member subject to the approval of the County Board.

163 (10) After all eight appointees are authorized, the retired or reserve judge
164 member shall name a vice-chairperson and other officers as needed and
165 subcommittees.

166 (11) A member's term ends upon adoption of the official decennial map, if a
167 member becomes a candidate for public office, or begins to serve in a role that
168 restricts membership as described in (e).

169 (12) Members can be reappointed and reauthorized as an ICRP member in
170 subsequent decennial redistricting panels.

171 (d) Resources. Milwaukee County shall provide an accessible meeting space and
172 sum sufficient funding for the Panel to complete its tasks in a timely manner, including
173 financial support to pay for appropriate independent technical assistance as determined
174 by the ICRP to carry out its objective.

175 (e) Restrictions. At appointment or while serving as members of ICRP, no ICRP
176 members shall be elected or appointed officials or employees of Milwaukee County or
177 their immediate family members or intermediaries thereof.

178 At appointment or while serving as members of ICRP, no ICRP members shall be
179 current political aides, current registered lobbyists, current members of a political party
180 or its staff, or current volunteers, consultants or staff of any candidate for county
181 supervisor or provide any guidance or direct or indirect communication to the ICRP,
182 excepting during the public hearing process.

183 Former Milwaukee County elected and appointed officials, employees, and political
184 party members, registered lobbyists, candidates for any elected county office, and all
185 others otherwise restricted from serving as an ICRP members can be appointed and
186 authorized as an ICRP member if they have not held their respective offices and roles
187 for a period of no less than three years.

188 (2)(3) Apportionment of supervisory districts. Eighteen (18) supervisory districts are
189 hereafter established as the county supervisory districts for the spring primary in
190 February 2012 and spring election in April 2012 and are to remain in effect until the
191 2020 federal decennial population census is certified, or unless and until the
192 number of supervisory districts change, at which time the county board ICRP shall
193 thereafter determine the maximum number of county board supervisory districts to
194 be included in its recommended map for the 2024 most immediate spring election.

195 (4) Process. The ICRP shall be appointed no later than the end of September in the
196 year 2020, 2030, and every decennial period thereafter.
197

- 198 a. The ICRP will convene as soon as practicable and after the U.S. decennial
199 census data is prepared. The ICRP will meet no less than once a month
200 thereafter until a redistricting map is presented to the County Board, no later than
201 May of the year of appointment.
202
203
204 b. Adoption of the map by the County Board shall be by a simple majority of the
205 supervisors then seated. The map and any subsequent drafts proposed by
206 ICRP shall be voted on by the County Board without amendment.
207
208 c. If the County Board does not adopt the proposed map within thirty (30) days, the
209 map shall return to the ICRP for review and redrawing of a second draft, heeding
210 public and elected official comment.
211
212 d. The ICRP's second draft of the map, if any, shall be returned to the County
213 Board within twenty (20) days. If the County Board does not adopt the proposed
214 second draft map within ten (10) days, the map shall return to the ICRP for
215 review and redrawing of a third draft, heeding public and elected official
216 comment.
217
218 e. The ICRP's third draft of the map, if any, shall be returned to the County Board
219 within ten (10) days. If the County Board does not adopt the proposed third draft
220 map within five (5) days, the County Board shall proceed to develop and adopt a
221 map directly, without further ICRP consultation, following procedures in Wis.
222 Stat. s. 59.10(2)(a) and related provisions.
223
224 (5) Panel Operations. The ICRP shall convene and timely complete its work as required
225 by state statute and federal law. Before preparing its first map, the ICRP shall hold no
226 fewer than four (4) public hearings for public comment regarding the proposed district
227 maps. No more than two ICRP public hearings shall be held in any one municipality.

Local Opportunities for Redistricting Reform



March 2016

Introduction

The process of redistricting has long-lasting impacts on all levels of government from federal to local. In the vast majority of cases, elected officials currently have the power to draw the lines of their own districts. In Wisconsin, the 2011 state redistricting process highlighted the many pitfalls of allowing legislators to draw their own lines. Legislators signed secrecy agreements while working with a private law firm to draw the voting maps away from the public eye. In 2012, the first legislative elections under the new maps, Democrats won 53 percent of the votes cast in State Assembly races, compared to 46 percent for Republicans. Republicans, however, walked away holding 60 of the 99 Assembly seats.¹

In the 2013 session, legislative Democrats, joined by Republican Senator Dale Schultz, introduced a bill to move Wisconsin to a non-partisan system of redistricting. The bill failed to gain traction, with legislative leaders refusing to even hold a public hearing. An informal hearing held by Senators Tim Cullen and Dale Schultz on their nonpartisan redistricting plan, however, drew a large crowd.² While a similar bill was introduced again at the state level in the 2015 session, it has again failed to gain traction.

Local government, however, presents opportunities to advance nonpartisan, independent redistricting in Wisconsin. Like the State Legislature, local county boards and city councils are responsible for drawing their voting maps every ten years after the U.S. Census. While state level bills remain stalled, there are multiple models of independent redistricting which can be effectively adapted to use at the local level.

Focus on the local level presents the opportunity for meaningful policy change as well as educating and engaging the public in a conversation about redistricting, right in their own backyard.

Reform at the local level is not without challenges.

One limitation is that, under state law, local legislative bodies are still ultimately charged with adopting redistricting maps. In areas where local redistricting has already been explored, corporation

counsel have opined that, regardless of the method of drawing maps, final approval must still be made by the legislative body itself. However, this is a challenge that other redistricting reform efforts have faced, even at the state level. Lessons learned from models such as Iowa show that even with such limitations, success in adopting a non-partisan, independent redistricting process is possible.

Focus on the local level
presents the opportunity for
meaningful policy change as
well as educating and engaging
the public in a conversation
about redistricting, right in
their own backyard.

Wisconsin Local Redistricting General Timeline

Counties & Municipal Wards

Redistricting begins with the U.S. Census, taken every ten years. The results are used to redraw voting lines to reflect shifts in population over the previous decade and bring districts back to substantially equal population.

The local redistricting process begins when the State of Wisconsin distributes census data to all 72 counties. Statutes provide a framework for the process. Counties then have 60 days to propose a tentative supervisory district plan, hold a public hearing on the proposed plan, and adopt the tentative plan and submit it to municipalities within the county.³ The proposed plan can be amended after the public hearing, and the county board is statutorily required to solicit suggestions from municipalities concerning the development of an appropriate plan.⁴ Additionally, the statutes require that board districts consist of whole wards or municipalities. Once municipalities receive the tentative supervisory district plan, they have 60 days to adopt a new plan for the municipal election wards.⁵ The wards are to be drawn for the convenience of voters in a manner that is compact and observes "the community of interest of existing neighborhoods and other settlements."⁶

In practice, given the tight timelines imposed on both county and municipal government, work on lines for both districts and wards is often occurring simultaneously. Thus, regardless of what process is used, communication between counties and municipalities is key during this process.

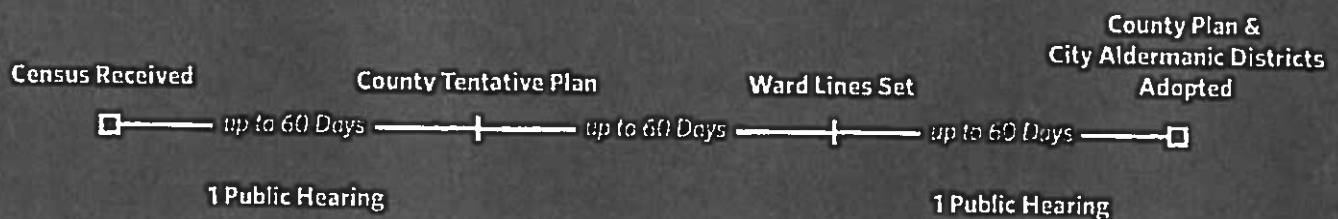
The next step in the process is that within 60 days of every municipality in the county having set their wards, the county will hold a public hearing and adopt a final supervisory district map. The county board chair then files a certified copy of the final districting plan with the Secretary of State, completing the process.

Cities

After the wards have been created, as discussed above, a city's common council has 60 days within which to redistrict the boundaries of its aldermanic voting districts.⁷ Wisconsin statutes require that these districts be as compact in area as possible, be equal in population as nearly as is practicable, and be contiguous. Redistricting is accomplished by introducing an ordinance at a regular meeting of the council and then later adopting the redistricting ordinance by a majority vote of all members of the council. If a city fails to comply with its redistricting duties, any elector in that city can, within 14 days of the expiration of the 60 day window, submit a proposed redistricting plan to the circuit court.⁸

Towns & Villages

Towns and villages of a population of 1,000 or more must establish wards, as described in the process above. However, their board members continue to be elected at-large.⁹ One exception to this is where a town is the only town in its county. Then, by statute, the board is comprised of not more than 7 members, where one member is elected from each town ward (of which there shall be at least 2 but not more than 5), and one or more members may be elected at large.¹⁰



Map Criteria

Regardless of what model is used to draw voting maps, setting objective criteria to be used in drawing them is necessary to ensure the maps meet legal requirements and reflect the community. Setting neutral criteria in advance will guide the work of those charged with drawing voting maps.

Criteria that are legally required include:

- equal population
- compactness and contiguity (The Wisconsin Constitution requires that state legislative districts be as compact as practicable.)
- representation of ethnic or racial minorities.

Setting neutral criteria in advance will guide the work of those charged with drawing voting maps.

In regard to representation of ethnic or racial minorities, the constitutional requirement is to avoid practices known as "packing" or "cracking," common methods of gerrymandering. Packing concentrates members of a certain group into a single district, allowing an opposing party or group to dominate other districts. Cracking is essentially the opposite, where a voting bloc is split into multiple districts, diluting the impact of their votes and preventing them from having a majority in any district.

Other criteria which may be considered include: preservation of communities of interest (including racial and ethnic groups, but also neighborhoods, for example); minimizing crossing of existing government boundaries (such as municipalities or school districts). See Appendix 1 for examples of criteria used in some existing redistricting processes.

Other considerations that are not included in the redistricting models reviewed, but are a part of many conversations regarding redistricting criteria, are incumbent protection and core retention. Incumbent protection is the idea of drawing districts to ensure one incumbent per district and, potentially, a district that is less competitive than it might be if protection of the incumbent were not taken into consideration. Generally speaking, incumbent protection is at odds with the value of creation of an independent redistricting model, which is intended to put voters interests, not politicians' interest, at the center of redistricting decision-making. Incumbency could also be taken into account in another way, to draw a disliked incumbent into the district of another incumbent supervisor, forcing them to run against each other.

Core retention is the idea of maintaining a large geographic portion of the existing districts when adjusting voting lines. Preserving the cores of previous districts can make redistricting less confusing for voters, who are then less likely to find themselves with entirely unfamiliar voting lines and therefore elected representatives, and may also facilitate continued constituent services without confusion. Core retention may be in-line with the goals of nonpartisan, independent redistricting, if the existing districts have been drawn fairly, independently, and in a way that reflects the community.

Models

Staff Directed

The most widely discussed staff-directed model of redistricting is that used by the state of Iowa. In Iowa, the task for drawing legislative maps is assigned to the nonpartisan Legislative Services Agency (LSA). The agency staff follow imperatives to draw maps that result in districts of equal population that are contiguous, compact, and respect county lines. Ed Cook, head of Iowa's LSA, has said that this model "puts the voter as the primary consideration."⁷¹ Where there is room for discretion in Iowa's model, the LSA can turn to an appointed commission. Each of Iowa's legislative leaders (majority and minority leader of each house) appoints one commissioner, and those four commissioners select the fifth. The LSA works with the commission to draft maps that are then presented to the Legislature as a bill. The Legislature can initially accept the map or reject it without modification. If rejected, the LSA prepares another set of maps based on feedback from the Legislature, which are re-submitted to be accepted or rejected without modification. If the maps are rejected again, LSA prepares a third and final set of maps for submission, which the Legislature can then accept or if they do not accept, they can modify. Since the Iowa model was adopted in 1980, the Legislature has not used this ability to modify the maps.

One challenge in adapting this model to the local level is that local governments do not have a built in nonpartisan agency to turn to. However, they do often have planning or other staff they may be able to turn to for leadership in drawing the maps.

- **Pros:** A staff-driven process removes elected officials from the process of map-drawing, either as members of a redistricting body themselves or as the appointing authority for a commission. Additionally, staff involved will ideally have experience with map-drawing and familiarity with government resources (such as planning and community development information) available to assist with the process. Having staff responsible for redistricting can also streamline the process, making it easier to meet necessary statutory deadlines.
- **Cons:** Staff at the municipal level often work directly with council or board members to provide relevant information, staff committees. Or, even if they have limited direct interaction with local elected officials, all staff have their positions budgeted by the legislative body. This could raise concerns regarding conflicts of interest between the staff and the elected officials whose districts they will be mapping. If a staff model is used, it is important that clear boundaries be set in what communication is allowed between legislative body members and the staff involved in map drawing.
- **Community Engagement Opportunities:** This model provides the fewest built-in opportunities for public engagement, as a staff-led model could be accomplished without public meetings. In developing

an ordinance governing this redistricting process, it would be advisable to require multiple public forums at which draft maps would be presented and public feedback would be given to the staff as they work to finalize the maps. Wisconsin statutes provide a minimum of two required public hearings, but to obtain meaningful public input, additional public hearings or opportunities to submit comments in writing are advisable.

Citizen Commission

Another model that has already been used to varying degrees by some local governments in Wisconsin is a citizen commission. In some instances, governments have used mixed committees of elected officials and citizens to oversee the drawing of maps. In others, committees comprised of entirely citizens have been used. The lack of explicit policy in some places that have used this model and of consistency in use across Wisconsin presents an opportunity for standardizing and optimizing its use.

The independence of a commission depends largely on the eligibility criteria set for service, as well as the appointing authority. Some communities, such as New York City, use a redistricting commission with appointments made by elected officials. In the New York City model, members of the Districting Commission are appointed, seven by the Mayor and eight by Council leaders. The appointed New York Districting Commission members must then follow explicit criteria for determining City Council lines. When considering an appointment model for local communities in Wisconsin, commission appointments could be made by an executive (such as a county executive or mayor), by the board chair or council president, or by another local official (such as a clerk).

Another method of selecting commission members is random selection rather than appointment by an elected official. Applicants or nominees are first screened for eligibility. Then, out of the pool of eligible individuals, a set number could be randomly selected to serve. California uses a process of this type, with the first eight commission members randomly selected by the State Auditor. Those first eight commissioners then select the remaining six members. Note that in California, the first eight members include three who identify as Democrats, three as Republicans, and two who did not disclose or belong to another party. Applicants are also screened by legislative leaders, who have the ability to exercise strikes before the initial eight members are randomly selected from the remaining pool.¹²

Another factor that impacts the effectiveness of a citizen commission is the makeup of its members. In creating the commission, policy makers should consider not only basic eligibility criteria that ensure independence but also that the criteria promote a committee that is reflective of the community as a whole. This is important both for the outcome of the process to be reflective of the community, as well as to maximize community buy-in to and engagement in the process itself. For example, considerations such as geographic, racial and ethnic, or gender diversity may be included in the authorizing resolution

or ordinance. Thought should be given to the number of commission members. It is advisable that the number be odd, in order to avoid ties, or a local government may choose to require a supermajority vote for approval of the maps.

Finally, the process by which the commission forwards its map(s) to the governing body for approval should be spelled out. A process similar to that used in the Iowa staff-led model discussed above is also recommended here, with the commission sending a map to the body for an up or down vote, and rejected maps returning to the commission for revision twice before the governing body is able to revise the map itself.

- **Pros:** This model removes map-drawing authority from elected officials. Additionally, in setting eligibility criteria for who can serve on the committee, it is possible to eliminate those who have ties to political parties, candidates for the offices to be redistricted, or even to the government body itself, limiting the outside interests involvement in drawing maps.
- **Cons:** Citizens will likely be unfamiliar with the redistricting process itself, even if they are familiar with what redistricting is, so it is important to have strong staff support for the committee.
- **Community Engagement Opportunities:** The commission itself is one example of community engagement, as it will be made up of citizens. And, as a government committee, the commission will be subject to Wisconsin's open meetings law, ensuring the public is allowed to be present at all meetings of the commission. Additionally, commission meetings should provide opportunity for public input. The commission should work to publicize draft maps to receive meaningful feedback from the public to incorporate into map revisions.

Competition

The competition model is essentially a crowdsourced map drawing process. Rather than having maps drawn by pre-selected staff or commission members, the public is invited to submit plans for new voting districts, with the government entity providing the tools and software to do so. (Note: In Wisconsin, the state Legislative Technology Services Bureau typically provides redistricting platforms to local units of government. LTSB has indicated they expect software with this functionality to be available.)

In creating a competition, objective criteria for districts must be set and then shared with the public. The public can then, with the software tools provided, draw their own maps which will be assessed based on the pre-determined criteria. Key decision points for this model include developing a commission to score the maps (a citizen commission model, as described above, can be used for this purpose) and setting the criteria for the maps themselves.

A map-drawing competition was held in Ohio during the 2011 round of redistricting, although it was not the process that was officially used to redistrict. The competition was run by the Ohio Secretary of State's office, and the result of planning among the League of Women Voters of Ohio, Ohio Citizen Action, Common Cause, the Secretary of State Jennifer Brunner, former State Representative Joan Lawrence and State Representative Dan Stewart. As part of the competition, plans could earn up to 75 points - 25 for compactness, 25 for preservation of communities of interest, 12.5 for competitiveness, and 12.5 for representational fairness, which was defined as a "counterbalance for competitiveness," ensuring that a redistricting plan does not unfairly bias one party over another, comparing the partisan bias of legislative districts to "the real world voting history of Ohioans."¹³ Ohio's contest ultimately failed to result in legislative adoption of a less partisan map.

- Pros: Anyone can submit a map, and the use of objective criteria to score multiple maps will ideally result in the best-of-the-best map being chosen by the committee for submission to the legislative body.
- Cons: Outcome is only as good as the objective criteria that are set and the committee that is scoring the submissions. Presents the same challenges as the citizen commission model in creation of a scoring committee. Or, if a staff scoring model is used, it would present the same limitations as the staff model.
- Community Engagement Opportunities: The entire competition itself is entirely built on the concept of public involvement. Additionally, public hearings would need to be held on the map chosen by the committee in order to comply with statutory requirements.

Putting Models Into Action

Regardless of the model you choose, putting policy into action will require organizing in your community. As you move towards action, here are some steps to consider.

1. Build a coalition of other supporters of non-partisan redistricting who are interested in changing policy at the local level. Consider reaching out to advocacy groups who have done work on this issue, as well as to friends, family, and neighbors.
2. Research how your community drew its voting maps in 2011. What was the process? What were the outcomes and who was affected by them? Your local clerk's office is a great resource for answering these questions or pointing you in the right direction.
 - a. If the process was already independent, consider taking steps to formalize that process to ensure it is used in future redistricting years. If the process was not independent, identify groups, citizens, and even former elected officials who were negatively affected by redistricting and engage them as potential allies. Create a story bank to draw from later when advocating for change.
3. Develop & share talking points about why this matters in your community.
 - a. Why does independent redistricting matter to you? Words like fairness and representation are probably a part of your answer. Use them as you talk about this issue. Invite other people to share why this is important to them.
 - b. You should also steer clear of technical jargon or wonky ways of discussing redistricting. Remember redistricting only happens once every ten years, and therefore isn't something most people are familiar with in great detail. Instead of "redistricting" use more descriptive terms like "drawing our voting lines" or "drawing our voting maps."
 - c. Also be careful about referring to reform at the local level as "nonpartisan redistricting." Local offices are also considered nonpartisan, so that term doesn't carry the same meaning it does when discussing map drawing for partisan congressional and state legislative districts.
 - d. This is where your story bank comes into play. The most persuasive arguments will be those that include the real experiences of people in your community.

c. **Now is the time!** Now is the time to implement independent redistricting, while we are still several years away from the next redistricting process. Starting now gives us time to get this right, before people are thinking about the first election that will be held under the new maps.

4. **Work with your coalition to identify** elected officials who may be open to supporting this policy change and can help you devise a legislative strategy. With their help, determine whether you believe there are already enough votes on your local board or council to pass a nonpartisan, independent redistricting process or if there are not currently enough votes.

5. If a majority of your local elected officials are not already supportive of independent redistricting, you need to engage in a public education and mobilization campaign. Tactics you can use in your public education campaign include:

a. **Letters to the editor or op-eds:** Many papers across Wisconsin have already editorialized in favor of non-partisan redistricting at the state level when bills to implement the Iowa model were proposed during the 2012 and 2015 legislative sessions. Given this past support in the media, your local paper may be willing to run an op-ed from a member of your coalition regarding your local efforts or even editorialize themselves.

b. **Advisory referendum:** Consider asking your local government body to put a non-binding advisory referendum on the ballot asking if voters support non-partisan, independent redistricting at the federal, state, and local level. Results from communities who have done similar referendums have been overwhelmingly supportive of independent redistricting. Additionally, an advisory referendum gives you a set target (the election) to rally around in convincing voters to pay attention to this important issue in your community. It may also generate press coverage, giving you an opportunity to educate the public on redistricting.

c. **Public forum:** Invite speakers, such as local elected officials, representatives of advocacy groups, and local community members to come together to discuss the pros and cons of local redistricting reform and what model makes sense for your community.

d. **Engage your officials:** Once people have a basic understanding of what redistricting is and why it is important to have an independent process of drawing our voting lines, engage them in contacting their elected officials to encourage them to adopt independent redistricting now.

6. If a majority of your local elected officials are already supportive of independent redistricting, take steps to move that support into policy. Have officials create a redistricting task force, including both elected officials and citizen members, to make a recommendation on the right model for your community. This task force can answer some of the questions discussed above, like who should appoint a citizens committee or what staff member will lead a staff-driven process, based on their knowledge of your local capacity and resources. When creating the committee, you should make an effort to have the committee reflect your community. You will also need to make sure that the committee reaches out to groups whose buy-in you may need for a non-partisan redistricting model to be successful in your area, such as local clerks, or local cities, villages, or towns associations, or communities of color who have historically been subject to "packing" or "cracking" in the redistricting process. Request your local task force to meet for six months to a year before making a recommendation.

7. Put the task force recommendation into action. An elected official will need to introduce the recommendation as an ordinance, an ordinance setting forth the process that will be used in future redistricting efforts. Stay engaged as this ordinance amendment is drafted and introduced, and then follow it through the legislative process. Have people from your coalition come to speak at committee meetings where the council or board is considering the ordinance amendment, and have community members who can't make it send an email or a letter to their elected official letting them know that they support independent redistricting. Don't expect this ordinance amendment to move through the process as quickly as other ordinances or resolutions might. Be patient, be open to amendments that address questions the task force may not have answered, and be strong advocates for an end result that will ensure voters choose their elected officials, not the other way around. The important thing is getting the process right and having community buy-in for reform to become a reality!

8. Be ready to mobilize in 2021. That sounds far away, but the time is now to start to build a broad coalition of people who are ready to be engaged in the redistricting process regardless of which model is used. Whether it is one of the above models or another, community engagement will make the map better or will draw attention to flaws in the process or the map.

Appendix 1: Examples Of Criteria Used In Existing Redistricting Processes

	New York City	California	Ohio	Wisconsin	Iowa
Equal Population	x	x	x	x	x
Communities of Interest	x	x	x	x	x
Compactness	x	x	x	x	x
Contiguity	x	x	x	x	x
Complies with Voting Rights Act	x	x	x	x	x
Nesting		x		x	x
Political Representational Fairness			x		x
Competitiveness			x		

Cited Sources

¹ Politifact, 12/5/2012

² "Cullen, Schultz Hold Own Redistricting Hearing", WPT, 2/14/2014

³ Wis. Stat. Sec. 59.10(3)(b)1

⁴ Wis. Stat. Sec. 59.10(3)(b)1

⁵ Wis. Stat. Sec. 5.15(1)(b)

⁶ Wis. Stat. Sec. 5.15(1)(b)

⁷ Wis. Stat. Sec. 62.08(1)

⁸ Wis. Stat. Sec. 62.08(5)

⁹ "Redistricting for Local Officials", UW-Extension Fact Sheet, January, 2011

¹⁰ Wis. Stat. Sec. 60.21(3)

¹¹ "Iowa keeping partisanship off the map", Boston Globe, 12/8/2013

¹² California Citizens Redistricting Commission, wedrawthelines.ca.gov

¹³ Ohio Redistricting Competition Factsheet, 2009

Citizens' redistricting Advisory Sub-Committee application

From: Hector Rodriguez (6degreeslimited@gmail.com)

To: akwaggoner@att.net

Date: Tuesday, November 20, 2018, 11:52 AM CST

Hello, Anneliese.

I am emailing my letter and resume to you and will follow up with a mailing to the county board office. I am in Mexico for at least the next week, as my mother passed away last Sunday and I am serving as executor. I hope to be able to provide a signed copy, but it may have to be a scan of my signature on the mailed copy.

Thank you for your consideration.
Hector Rodriguez



Hector resume updated 11-2018 rtf
67.8kB



Hector LWV redistricting subcommittee.docx
13.7kB

November 23

Hello, Ray, Tom,

Hector Rodriguez sent me this email asking me to submit his application for the redistricting subcommittee. He explains why his application might be delayed, if he couldn't get it in before Dec. 1. So I am sending you his documents at his request and hope you will consider his application.

Anneliese Waggoner

Hector Rodriguez
1460 Waterford Dr.
Green Bay, WI 54313
November 20, 2018

Anneliese Waggoner
League's Fair Voting Maps Committee
League of Women Voters
305 E. Walnut St.
Green Bay, WI 54301

Hello, Anneliese.

I am writing to express my interest in serving as a Citizen Member of the Citizens' Redistricting Advisory Sub-Committee.

Education was my life's work prior to my retirement in 2012. Over the course of 27 years, I served in Houston and Austin, Texas, as an elementary principal, assistant principal, counselor, and bilingual teacher, completing my career as director of alternative programs. I hold several degrees from universities in Texas; a doctorate in curriculum and instruction, a master's in education – counseling and in business, and a professional certificate in educational administration. My bachelor's degree was completed in Spanish at a Mexican university.

I am quite active in other organizations in Green Bay, currently serving on the Greater Green Bay Community Foundation board and the Community Advisory Board of Directors for the UW medical school. I provide classes free of charge to eligible Latinos and other immigrants wishing to become US citizens. The growing and vibrant Hispanic culture is quickly becoming the backbone of the east side of Green Bay. As the largest minority group in the city, I believe it is important that the community has a voice, and this is the most important of many qualities that I would bring to the board.

I hold no paid membership in any political party.

A complete resume is included with the current email. I would appreciate the opportunity to serve and hope to hear from you soon. Thank you for your consideration!

Respectfully submitted,

Hector E. Rodriguez, Ed. D., M.B.A., M. Ed.

1a

Héctor Eliud Rodríguez, Ed.D., M.B.A.

1460 Waterford Drive
Green Bay, Wisconsin 54313
920-664-2721 (C)
6DegreesLimited@gmail.com

ACCOMPLISHMENTS

Offering extensive experience and education in educational administration, business and management; fluent in both English and Spanish. Experience includes, but is not limited to:

- Opened real estate office, 6 Degrees Realty, in spring 2017 after achieving broker's licensure in real estate.
- Dissertation, "Action Research: An Approach to Understanding Family Attitudes and Beliefs and Their Practice in a Dual Language Program in an Urban School Context," subsequently selected for publishing by VDM Verlag Publishers, Germany (ISBN: 978-3-8364-9949-1) under the title, "The Effect of Family Values on Dual Language Students."
- Retired in June 2012 as Director of seven Alternative Education Programs for the Austin Independent School District including discipline programs K-5, 6-8, and 9-12; adjudicated programs through Travis County; drug rehabilitation program through Phoenix Academy; psychiatric program through Seton Shoal Creek Hospital.
- Served as adjunct instructor (part-time) in the graduate education program at Concordia University, Austin, Texas during four semesters.
- Served as Instructional Leader for an inner-city elementary school of 900 students Exemplary status, 2001-2002; Recognized status, 2000-2001, 03-04, 04-05.
- Created and implemented a magnet program in Technology which became one of three finalists for Blue Ribbon recognition, 2005.
- Honored as Principal of the Year for the HISD North District through Region IV Education Service District, June, 2002 and June, 2005.
- Received PALS (Principals Advocating Library Services) Award, 2004.
- Nominated for Hispanic Administrator of the Year, 2002.
- Supervised and appraised teams of elementary and middle school teachers.
- Selected as a mentor principal.
- Planned and implemented a new computer lab for Classroom, Inc., which received recognition as a model lab for the nation.
- Presented inservice training on ModelNetics, Discipline with Dignity, Boys' Town, and Technology Training (including Internet, Power Point, Database Management, Mail Merge)
- Presented inservice programs on various topics to elementary and middle school teachers and parents (English and Spanish) using PowerPoint.
- Certified in mediation/conflict resolution.

PROFESSIONAL EXPERIENCE

April 2017 to Present	Broker/Owner – 6 Degrees Realty Wisconsin Broker licensure
March 2013 to April 2017	Realtor (part time) – Keller Williams Realty, Shorewest Realtors Wisconsin Realtor licensure
June 2006 to June 2012	AUSTIN INDEPENDENT SCHOOL DISTRICT Director – Alternative Education (Retired)
January 2011 to July 2012	CONCORDIA UNIVERSITY – TEXAS Adjunct Instructor (part-time) - graduate education program Taught courses in <i>Principal as Diversity Leader</i> , <i>Curriculum Development and Design</i> , and <i>Learning Theory</i>
1996 to 2006	HOUSTON INDEPENDENT SCHOOL DISTRICT Principal – Herrera Elementary School (1998-2006) Assistant Principal – Marshall Middle School, Bellfort Alt. School
1991 to 1996	PASADENA INDEPENDENT SCHOOL DISTRICT Counselor – Challenger Alternative Middle School (1992-1996) Bilingual Teacher – Bailey Elementary School
1985 to 1991	HOUSTON INDEPENDENT SCHOOL DISTRICT Bilingual Teacher – DeZavala, Brookline El. Schools (1989-1991) Substitute Bilingual Teacher (long term) – various campuses
1988	BANAMEX HOUSTON Corporate Credit Analyst MBA Internship
1980 to 1984	DIRECCIÓN GENERAL DE TURISMO Planning Coordinator

EDUCATION

UNIVERSITY OF HOUSTON— Doctor of Education
Curriculum and Instruction/ Instructional Technology – May, 2007
Dissertation: *Action Research: An Approach to Understanding Family Attitudes and Beliefs and their Practice in a Dual Language Program in an Urban School Context* – later published under the title, *"The Effect of Family Values on Dual Language Students"* (VDM Verlag Pub. ISBN: 978-3-8364-9949-1)

UNIVERSITY OF HOUSTON – CLEAR LAKE Certification in Educational Administration – 1996	Clear Lake, TX
SAM HOUSTON STATE UNIVERSITY Master of Education in Counseling – 1991	Huntsville, TX
BANAMEX HOUSTON MBA Internship – 1988	Houston, TX
UNIVERSITY OF HOUSTON – CLEAR LAKE Master of Business Administration – 1988	Clear Lake, TX
UNIVERSIDAD ANÁHUAC Bachelor of Tourism Administration – 1981	Mexico City, Mexico

CERTIFICATION AND LICENSURE

**Wisconsin Real Estate Broker Licensure
Wisconsin Real Estate Sale License**

Wisconsin Department of Public Instruction

03-Superintendent
51-Principal
54-School Counselor
Texas Education Agency
Superintendent K-12
Mid-Management—Administrator K-12
Counselor—K-12
LOTE- Spanish 6-12
Elementary Teacher 1-6
Bilingual Elementary Teacher 1-6

Colorado Department of Education Certifications:

Professional Principal License K-12
Professional Special Services – Counselor

Certified Mediator
Model-Netics
Boys' Town Social Skills

VOLUNTEER WORK

Teach Citizenship Classes to eligible immigrants free of charge, assist with applications
Approximately 9-12 hours per week

PROCEEDINGS OF THE BROWN COUNTY
BENEFITS ADVISORY COMMITTEE

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Benefits Advisory Committee was held on Thursday, August 23, 2018 at 10:30 am in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Jill Bomkamp, Jim Dagneau, Michael Keon, Bree Madison, Sherry Officer, Louise Pfothenhauer, Erik Pritzl, Dan Process, John Vander Leest and Janelle Walton. Jason Shanda from Go365 was also present.

EXCUSED: Pat Moynihan, Jr.

1. **Call meeting to order.**

The meeting was called to order by Chair Louise Pfothenhauer at 10:32 am.

2. **Roll Call.**

Roll call was taken.

3. **Approve/Modify agenda.**

Motion made by Louise Pfothenhauer, seconded by Michael Keon to modify the agenda to add "new business" to the agenda. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Approve/Modify Minutes from August 6, 2018.**

Motion made by Michael Keon, seconded by Erik Pritzl to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Questions and answer session with Jason Shanda of Go365.**

Jason Shanda provided a brief overview of the Go365 program. Subsequent topics discussed included:

- Tobacco use (surcharge)
- Point system, attaining points and reporting requirements
- Security (on-line transmission of medical information)
- Fees – Administrative and Rewards

Jill indicated that an email was going to be sent to all employees regarding Go365 and that representatives would be on-site next Tuesday (August 28) to answer questions.

No action taken.

6. **Continue review and discussion of Health Insurance Options & Strategies for 2019.**

Concerns were voiced that the Go365 October 1, 2018, targeted implementation date seems aggressive and did not allow for sufficient review/evaluation by committee members or employees. Also, reporting requirements will involve a certain level of employee time commitment. It was also mentioned that the broker should be bringing different ideas to the table.

No action taken.

Ja

7. **New Business**

Questions surrounding the Benefits Advisory Committee structure were referred to Jill for further clarification.

No action taken.

8. **Next meeting is August 30.**

The next meeting was scheduled for August 30, 2018 at 2:00 pm.

9. **Adjourn.**

Motion made by Michael Keon, seconded by Erik Pritzl to adjourn at 12:26 pm. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Dan Process
Secretary

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE				
FOR January 14, 2019 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27	12/20/2018	\$ 7,404.50	Airport General
Conway, Olejniczak & Jerry, SC	2	8/31/2018	\$ 180.50	Highway
Conway, Olejniczak & Jerry, SC	5	11/30/2018	\$ 723.96	Highway
MICHAEL BEST	1594811	12/6/2018	\$ 1,921.00	Resource Recovery
Total ----			\$ 10,229.96	

3

GARY A. WICKERT, S.C.

Attorney and Counselor at Law

801 E. WALNUT • P.O. BOX 1656

GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188

wicklaw@gbonline.com

December 20, 2018

Brown County Austin Straubel
International Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
11/28	Review Rousseau subfile re: assignment;	.10
	Phone conference with Sue Bertrand re: Rousseau and Elfdog Aviation, etc.;	.65
	Phone conference with Sue Bertrand and Marty Piette re: Ground Lease;	.65
	Begin review of Elfdog insurance information	1.00
11/29	Email from Sue Bertrand and review insurance information re: Hunsaker	.20
12/5	Review Three Clans Mortgage and Consent file; Email to Attorney Demerath;	.15
	Email from Sue Bertrand re: Fabian (hangar lease); Email from Sue Bertrand re: Rousseau (lease Amendment);	.85
	Email from Sue re: Fabian, Hunsaker, etc.;	.10
12/6	Email from Attorney Demerath re: Three Clans Review Rousseau subfile;	.25
	Letter to Attorney Corey Kimps re: Rousseau;	.10
	Review Hunsaker subfile re: insurance	.30
12/7	Review LaViolette insurance documents;	.40
	Phone conference with Sue Bertrand re: insurance coverages and Ground Lease;	.40
	Phone conference with Jolene Exferd at SIA of Great Lakes re: insurance;	.40
	Phone conference with Sue Bertrand re: Jeff LaViolette and Elfdog;	.60
	Review insurance documents re: NRP/Elfdog;	1.75
	Letter to Sue Bertrand re: Elfdog	.25
12/12	Email from Marty Piette re: NWS lease;	.40
	Review NWS lease subfile;	.60
	Phone conference with Sue Bertrand and Marty Piette re: NWS;	.30
	Email to Marty Piette re: NWS;	.75
	Review Master Ground Lease re: casualty insurance and begin letter to Marty Piette and Sue Bertrand	.20
12/13	Phone conference with Corey Kimps re: Rousseau;	.35
	Complete letter to Marty Piette and Sue Bertrand re: casualty insurance - Ground Lease;	

Page Two
December 20, 2018

12/13	Prepare Affidavit re: Rousseau;	
	Prepare Lease Assumption and Consent (Rousseau);	
	Letter to Corey Kimps re: Rousseau;	1.00
	Review file re: 5 acre sale to Tribe;	
	Letter to Marty Piette re: 5 acres;	.20
	Review miscellaneous emails on various topics	
	- no action required;	.25
	Review CBP file;	
	Phone conference with Sue Bertrand re: software	
	agreement, etc.;	.50
	Review software maintenance agreement	.60
12/14	Letter to Sue Bertrand and Marty Piette re:	
	GCR - software maintenance;	.40
	Email from Attorney Demerath re: insurance;	.10
	Phone conference with Marty Piette re:	
	miscellaneous matters	.60
	Review revised Consent, Non-Disturbance;	.30
	Phone conference with Mike Demerath re:	
	financing;	.15
	Review CBP building lease	1.00
12/15	Review CBP building lease;	
	Prepare Memo re: changes to Lease (CBP building)	1.65
12/17	Letter to Marty Piette re: CBP building lease;	.20
	Phone conference with Marty Piette re: Tribe	
	refinancing;	.15
	Review final loan documents for signature by Marty	
	Piette (Tribe);	.85
	Meeting with Marty Piette at Airport - review	
	Tribe financial documents and sign;	
	Letter to Mike Demerath - Tribe	1.25
12/18	Phone conference with Sue Bertrand re: Khrome,	
	etc.	.85
	Email from Marty Piette re: 5 acres and Tribe	.10
12/19	Review Khrome documents;	1.25
	Phone conference with Sue Bertrand re: Khrome;	.50
	Revise Perkovich and Master Ground Leases re:	
	fire and extended coverage and Insurance;	
	Letter to Sue Bertrand re: Perkovich and Master	
	Ground Leases;	1.20
	Work on Khrome letter	1.00
12/20	Complete letter re: Khrome.	.65
	TOTAL HOURS:	25.10
	25.10 HOURS @ \$295.00 PER HOUR =	\$7,404.50
	AMOUNT DUE ON ACCOUNT:	\$7,404.50

Thank you.
GAW:prn

O.K.
M. K. Pitt
12-20-18



RECEIVED BY

DEC 10 2018

Brown County
Corporation Counsel

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

David Hemery, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Invoice Date December 6, 2018
Invoice No. 1594811

Client/Matter 018236-0023 Implementation of Brown County Landfill Siting Agreement

For professional services rendered through November 30, 2018, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
11/6/18	D Crass	Exchange of e-correspondence regarding finalized letter; review final comments and finalize letter to Landfill Monitoring Committee.	0.50	\$ 282.50
11/13/18	D Crass	Review and process e-correspondence from Mr. Haen regarding response to LMC.	0.20	113.00
11/19/18	D Crass	Review LMC response; exchange of e-correspondence with client regarding same; briefly review wetland document.	0.40	226.00
11/20/18	D Crass	Review and exchange e-correspondence with client representatives regarding response from supervisor on wetland submittal.	0.30	169.50
11/26/18	D Crass	Review email traffic regarding submittal of wetland report and timeliness thereof; prepare, revise and finalize proposed e-correspondence from Mr. Haen's use in responding to supervisor Deslauriers concerning same; telephone conference with Mr. Haen; prepare proposed agenda for meeting with LMC for Brown County's use; prepare e-correspondence to Mr. Marek, representing LMC, proposing confirmation of January meeting date.	1.50	847.50
11/30/18	D Crass	Review jurisdictional wetland and footprint issues identified in same in light of LMC agreement.	0.50	282.50
Total Hours and Services			3.40	\$ 1,921.00

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Total Services	\$ 1,921.00
Total Disbursements	<u>0.00</u>
Total This Invoice	<u>\$ 1,921.00</u>

Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
11/6/18	1587511	\$ 3,107.50	\$ 0.00	\$ 3,107.50
12/6/18	1594811	1,921.00	0.00	<u>1,921.00</u>
Outstanding Due:				<u>5,028.50</u>

Outstanding Invoice Aging:

0-30	31-60	61-90	91-120	121+
5,028.50	0.00	0.00	0.00	0.00

3

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

PAUL A. FONTECCHIO
BROWN COUNTY PUBLIC WORKS DEPARTMENT
2198 GLENDALE AVENUE
GREEN BAY WI 54303-6405

Page: 1
08/31/2018
ACCOUNT NO: 201815-025M
STATEMENT NO: 2

PLEASE RETURN THIS PORTION WITH PAYMENT

BROWN COUNTY vs. WISCONSIN PUBLIC SERVICE CORP.

		HOURS	
	PREVIOUS BALANCE		(\$1,395.50)
08/01/2018			
GB	ATTENTION TO FILE RE: UPCOMING DISCOVERY AND EXTENSION RELATED THERETO	0.10	
08/06/2018			
SAJ	ATTENTION TO E-MAIL FROM CLIENT; FINALIZE DISCOVERY FOR ATTY. BURNETT'S REVIEW.	0.30	
08/07/2018			
GB	REVIEW RESPONSES TO INTERROGATORIES AND REQUEST FOR PRODUCTION OF DOCUMENTS	0.10	
SAJ	E-MAIL DISCUSSION WITH CLIENT; CONFERENCE WITH CLIENT TO SIGN DISCOVERY.	0.40	
	FOR CURRENT SERVICES RENDERED	0.90	180.50
	TOTAL CURRENT WORK		180.50
	BALANCE DUE		<u>\$1,576.00</u>

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of **CONWAY, OLEJNICZAK & JERRY, S.C.**
FED I.D. # 39-1254187

3

STATEMENT

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

KB-6
PAF
12/11/18

PAUL A. FONTECCHIO
BROWN COUNTY PUBLIC WORKS DEPARTMENT
2198 GLENDALE AVENUE
GREEN BAY WI 54303-6405

Page: 1
11/30/2018
201815-025M
ACCOUNT NO:
STATEMENT NO: 5

PLEASE RETURN THIS PORTION WITH PAYMENT

BROWN COUNTY vs. WISCONSIN PUBLIC SERVICE CORP.

RECEIVED BY
DEC 11 2018
Brown County
Corporation Counsel

PREVIOUS BALANCE		\$548.96
	HOURS	
11/27/2018		
GB	ATTENTION TO CORRESPONDENCE FROM JAY THOMPSON	0.10
JJR	ATTENTION TO EXPERT DISCLOSURE AND PLEADING AMENDMENT DEADLINES	0.20
11/28/2018		
JJR	ATTENTION TO UPCOMING EXPERT DISCLOSURE DEADLINE	0.20
11/30/2018		
GB	CONFERENCE WITH JAY THOMPSON RE: DISCOVERY ISSUES	0.10
	FOR CURRENT SERVICES RENDERED	0.60
		175.00
	TOTAL CURRENT WORK	175.00
	BALANCE DUE	<u>\$723.96</u>

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED ID. # 39-1254187

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**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 12-14-18

Referral Agenda No.: Executive

Communication ~~Motion~~ from the Floor

I make the following motion:

In order to prevent future Landfill Siting Agreement violations by Brown County, that Port and Resource Recovery Director Dean Haen work with Corporation Counsel to review past violations and create a written policy governing any "correspondence, reports and data relating to the Landfill filed with [or received from] the Wisconsin DNR and other governmental agencies by the County and its retained environmental consultants". This policy will ensure all of these communications are shared with the Town of Holland Local Monitoring Committee "at the same time such documents are filed" or "within 10 days of receipt" in accordance with the contract between Brown County and the Town of Holland (quoted text taken directly from the Landfill Siting Agreement of 1998).

Signed: 

District No.: 20

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

* see Attached

Brown County Timing of Communication Violations of the "Landfill Siting Agreement"

DNR Submittal / Response	Correspondence, Report, or Data relating to the Landfill filed/received with/from the WDNR or Gov Agencies	Date of Brown County Filing or Response	Voluntarily shared with Holland LMC	Date shared with Holland LMC	Violation
construction_permit_S067831-4.PDF	YES	9/30/2011	NO	6/27/2017	YES
Water Resources Application for Project Permits - 3500-053.PDF	YES	6/18/2014	NO	6/27/2017	YES
Attachment A - Contruction Erosion and Sediment 3500052a.PDF	YES	6/19/2014	NO	6/27/2017	YES
Attachment B - Post-Construction Storm Water 3500052b.PDF	YES	6/19/2014	NO	6/27/2017	YES
Brown Co Clay Borrow Source FIN 51070.PDF	YES	6/23/2014	NO	6/27/2017	YES
MW 65 abandonment 9 1 16.DOC	YES	9/8/2016	NO	6/27/2017	YES
South Landfill 5-3-17.PDF	YES	5/3/2017	NO	6/27/2017	YES
WDNR approval.PDF	YES	6/1/2017	NO	6/27/2017	YES
Wetland Delineation Confirmation Letter - 2018_04132.PDF	YES	6/5/2018	YES	6/29/2018	YES
MS-Wetland Delineation 10_30_2017.PDF	YES	10/30/2017	YES	11/16/2018	YES
Groundwater Procedure and Timeline.PDF	YES (per Haen email text stating DNR submittal)	8/21/2018	YES	8/23/2018	YES
BC Landfill Form 4400-231 Synergy Dec 2017, Feb_April 2018.PDF	YES	8/22/2018	YES	8/24/2018	YES
BC Landfill Form 4400-231 Badger Labs Dec 2017, Feb_April, 2018.PDF	YES	8/22/2018	YES	8/24/2018	YES
BrownCountyLandfill_ArtificialWetlandExemptionSubmittal_20181102.PDF	YES	11/2/2018	YES	12/19/2018	YES
BCSLF_JDRequestFormAssembled_20181129.PDF	YES	11/29/2018	YES	11/30/2018	YES

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**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 12-19-18

Referral ~~Agenda No.~~: Executive Committee

Communication

~~Motion from the Floor~~

I make the following motion:

That the Brown County Board request that Port and Resource Recovery director Dean Haen follow the recommended communication guidelines specified by Brown County Corporation Counsel (in his November 27, 2018 email to Supervisors Schadewald and Deslauriers) "to notify the WI DNR within 60 days whenever we have a sample that attains or exceeds a groundwater standard, and especially to follow any and all WI DNR recommendations re this issue". This to best protect the health of Brown County families. Director Haen's stated communication plan for future well contamination events (at 3 separate PD&T meetings) will not follow this Corporation Counsel guidance.

Signed: 

District No.: 20

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

*see Attached

Date of well contamination discovered by Port and Resource Recovery Department (PRRD)	Number of tests exceeding State statute Preventive Action Limit (PAL)	Number of tests exceeding State statute Enforcement Standard (ES)	Reported to DNR by Port and Resource Recovery	Reported to DNR by Health Department
December 2017	32	5	NO	August 6, 2018
February 2018	38	17	NO	August 6, 2018
April 2018	37	18	NO	August 6, 2018

- * Port and Resource Recovery did not initiate ANY reporting to the DNR for ANY of these State statute exceedances.
- * Supervisor Deslauriers reported this to the Health Department on August 3, 2018 and the Health Department almost immediately reported the contamination to the DNR on August 6, 2018 (9 months after the contamination).
- * Numbers above reflect tests for both Methylene Chloride and Trichloroethylene (TCE). In all, 152 exceedances in over 20 wells.
- * The probable cause of the contamination was not known until September 2018 (10 months after the known contamination). The Port and Resource Recovery hypothesis until then (that Badger Labs was the cause) was wrong.
- * Contamination levels were up to 166 times the State Preventive Action Limit and up to 16 times the State Enforcement Standard.
- * No adjacent landowners who drink from wells were notified by the County until the end of August 2018 (9 months after the known contamination).

If this event were to happen tomorrow, does Port and Resource Recovery Director Dean Haen's communication plan follow Corporation Counsel guidance?

NO, his stated plan at 3 different PD&T meetings for future contamination events would not remotely come close to following the direction given by David Hemery (see attached emails).

Director Haen's most timely plan would have him reporting to the DNR approximately 7 months after the contamination (~ 210 days). This is wildly outside of the Corp Counsel guidance of 60 days.

See the following PD&T minutes:

August: Director Haen -> "in hindsight could have done something sooner, it wouldn't have been much, maybe a month."

October: Director Haen -> "could have reached out 6-8 weeks sooner"

November: Director Haen -> "may be able to shave off some time but would have followed the same path of understanding, reporting and communicating as we did... could have shaved off a couple of weeks but that is all we would have done differently."

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RE: Board of Health Meeting / PD&T Referral

DA Hemery, David P.

Tue, 27 Nov 2018 3:46:52 PM -0600

"Steve Desiauriers" <steve@stevedforbc.com>

"Schadewald, Richard J." <Schadewald_RJ@co.brown.wi.us>



[Learn more](#)

Steve:

The focus of the below email was to respond to your question, ". . .*whether the timeline of actions and communications concerning the well contamination issue at the county owned wells in Holland was in compliance with state statute?*" I opined that the closest applicable law on point is NR 507.30, but that NR 507.30 only applies to owners/operators of landfills, which we are not (at the moment we just own a farm field that we anticipate will become a landfill). However, I also said that it makes sense, even though NR 507.30 doesn't apply here, for Dean H to use the same statutory reporting guidelines as provided in NR 507.30 (to notify DNR within 60 days).

As an aside to answering your question in my response, I *also* offered unsolicited advice (not a directive) to Dean H to notify the WI DNR, *and* the local Health Department, within 60 days whenever we have a sample that attains or exceeds a groundwater standard, and to follow any and all WI DNR recommendations re this issue.

Since that time, in the roughly 3 months that followed, myself and other involved individuals were further educated by the DNR throughout the course of various meetings and phone calls. The DNR informed us that they have requirements/procedures in place that require them to notify the local Health Department when their criteria is met (when the DNR experts receive and evaluate data submitted by a county and conclude there is a need to notify the local Health Department), requirements/procedures that I had not been aware of previously.

Once I learned that the DNR has requirements/procedures in place to notify local health departments when appropriate, I told Dean H via telephone that my advice is now to notify the DNR within 60 days, but to let the DNR use its requirements/procedures to determine whether to notify the local Health Department.

My advice to Dean H remains (even though not required to do this since we are not currently owners/operators of a landfill) to notify the WI DNR within 60 days whenever we have a sample that attains or exceeds a groundwater standard, and

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especially to follow any and all WI DNR recommendations re this issue. This goes above and beyond statutory and code requirements. I am no longer advising Dean H to *also* report to the local Health Department, as the DNR reports to the local Health Department if/when their experts determine that is appropriate (that there is a real issue, and not a false reading or some other logical explanation).

The DNR has the experts needed to properly analyze whether an incident rises to the level that a local Health Department gets informed. They are well equipped to and commonly deal with underground contaminates, they know different soil/rock profiles and how that affects flow, they know chemicals and they know when something rises to the level of notifying a local Health Department. These things are simply not the Health Department's areas of expertise.

The DNR and the local Health Department have different functions, specialties, training/expertise, authority, knowledge and resources, and (again, after being educated by the DNR that they already have requirements/procedures in place to notify local Health Departments if appropriate) it would be *premature* to notify the local Health Department *prior to* the DNR making the determination that should be done.

I apologize for not updating you when my advice to Dean H changed after meetings/calls with the DNR. Please understand that I represent over 30 departments, as well as committees/boards/. . ., and provide advice throughout the day. Depending on what new information indicates, as information changes my advice may also change. My answer to the question you asked re whether the law was followed didn't change (if it had I would have notified you), but my advice to Dean H did change, and I discussed that with him via telephone – had I instead sent him an email, I may have thought to cc you in as well.

Thanks!

Dave

David P. Hemery, Brown County Corporation Counsel

WI Bar Number: 1033291

Phone: (920) 448-4006

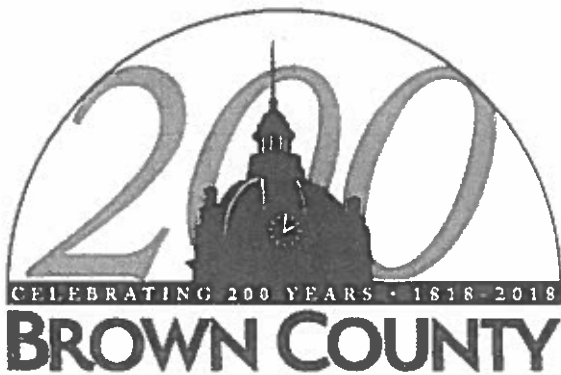
Fax: (920) 448-4003

Mailing Address: P.O. Box 23600, Green Bay, WI 54305-3600

Physical Address: 305 E. Walnut St., Suite 680, Green Bay, WI 54301

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From: Hemery, David P.
Sent: Monday, September 3, 2018 5:41 PM
To: 'Steve Deslauriers' <steve@stevedforbc.com>
Cc: Schadewald, Richard J. <Schadewald_RJ@co.brown.wi.us>
Subject: RE: Board of Health Meeting / PD&T Referral

Steve:

You ask, ". . .whether the timeline of actions and communications concerning the well contamination issue at the county owned wells in Holland was in compliance with state statute?

The WI Administrative Codes cover this (Statutes usually speak in generalities, and Administrative Codes have the specifics), and the ones on point, the 'NR' Administrative Code Chapters, are found here: https://docs.legis.wisconsin.gov/code/admin_code/nr

NR Chapter 507 is entitled "*Environmental Monitoring for Landfills*."

NR 507.30 is the closest NR Section on point to this situation, but it covers, "*The owner or operator of a solid waste facility. . .*" As I understand it, we are still in the PRE-solid-waste-facility stages, so whether these CURRENTLY apply is debatable - we own a *potential* landfill, and we do not *operate* a landfill. That said, regardless of whether it is required or not, it could be argued that best practice would be to follow it even if not required.

NR 507.30 reads as follows:

Notification and response when values attain or exceed a standard. The owner or operator of a solid waste facility shall notify the department in writing and respond as follows when a groundwater standard at the point of standards application or an explosive gas level has been attained or exceeded at the following devices:

- (1) All groundwater monitoring wells.
- (a) The owner or operator shall notify the department in writing if any value attains or exceeds a groundwater standard. The notification shall specify the parameters for which standards have been attained or exceeded and the wells at which the standard was attained or exceeded and it shall provide a preliminary analysis of the cause and

5

significance of each concentration in accordance with s. NR 140.24 (1) (a) or 140.26 (1) (a). The sampling results and 2 copies of the notification shall be submitted to the department within 60 days from the end of the sampling period.

So, Owners/Operators of solid waste facilities (landfills) need to notify the WI DNR within 60 days after a sample attains or exceeds a groundwater standard. I again need to note that whether owner/operator applies to us is debatable. I do not have the time at the moment to delve into that, but preliminary research indicates we are not currently an owner/operator of a landfill.

Going forward, my advice to Dean H will be to notify the WI DNR, and the local Health Department, within 60 days whenever we have a sample that attains or exceeds a groundwater standard, and to follow any and all WI DNR recommendations re this issue. The 60 days gives time to compile and provide the required preliminary analysis to the WI DNR.

As far as attending the BOH meeting on 09-11-2018 to get the most complete information on what happened from the time of the contamination to what is happening now, I rely on meetings with staff and the WI DNR to obtain that info, and have not had any issues to date. I appreciate the invitation, but my current workload is heavy at the moment (hence typing this at 5:30 pm on Labor Day J), and with Exec Comm the night before and Co Bd the next week, I will likely not attend the BOH meeting so I can focus on other matters (I am short my Deputy Corp Counsel at the moment as well, she is currently the interim HR Director).

Thanks!

Dave

David P. Hemery, Brown County Corporation Counsel

WI Bar Number: 1033291

Phone: (920) 448-4006

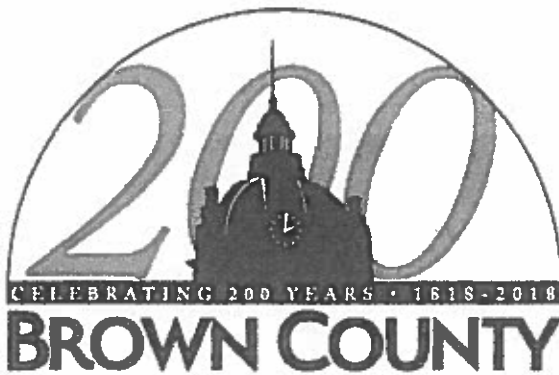
Fax: (920) 448-4003

Mailing Address: P.O. Box 23600, Green Bay, WI 54305-3600

Physical Address: 305 E. Walnut St., Suite 680, Green Bay, WI 54301

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5



From: Steve Deslauriers <steve@stevedforbc.com>
Sent: Monday, September 3, 2018 9:46 AM
To: Hemery, David P. <David.Hemery@co.brown.wi.us>
Cc: Schadewald, Richard J. <Schadewald_RJ@co.brown.wi.us>
Subject: Board of Health Meeting / PD&T Referral

Hello David,

I made a motion (passed 3-0 with Erickson abstaining) at the last PD&T meeting asking for a report from you on whether the timeline of actions and communications concerning the well contamination issue at the county owned wells in Holland was in compliance with state statute.

The next meeting addressing the issue will be the Board of Health meeting on September 11th. I will be reporting to the BOH and I am expecting that Director Haen will also be there and reporting as well.

Can you please plan on attending? This meeting will likely be the best resource for you to get the most complete information on what happened from the time of the contamination to what is happening now.

Thank you for considering and hope you had a nice holiday weekend David,
Steve

Steve Deslauriers
Brown County Board Supervisor
District 20
(920) 770-3501
Steve@SteveDforBC.com
www.SteveDforBC.com
www.facebook.com/CommunityForSteveD



January 16, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION AUTHORIZING \$500,000 LOAN TO
GREATER GREEN BAY CONVENTION & VISITORS BUREAU, INC.**

WHEREAS, the Greater Green Bay Convention & Visitors Bureau, Inc. (GGBCVB) has served the Brown County area since it was first incorporated in 1969; and

WHEREAS, the GGBCVB currently plans to build a new, \$6.5 million, 12,500 square foot, two-story visitors center in a high visibility area between Cabela's and Lambeau Field to address current visitor center deficiencies and needs, including the need for a permanent location due to plans to demolish the Brown County Veterans Memorial Arena; and

WHEREAS, the new visitors center will include an outdoor plaza for events, training space, staff offices, and an area with brochures, informational displays and community educational installations, as well as sufficient space to accommodate visiting tour buses; and

WHEREAS, the new visitors center will emphasize the region's cultural and industrial history; and

WHEREAS, direct visitor spending in Brown County in 2017 was \$671 million; and

WHEREAS, the new visitors center is anticipated to welcome approximately 100,000 of the 5.7 million people that visit the greater Green Bay area each year, would encourage visitors to explore more area attractions, including dining, shopping, and events, and would educate visitors so that, when they leave, they know more about the community beyond the event or attraction that brought them here; and

WHEREAS, significant funds have been raised to date for the construction of the new visitors center, including funds from the Oneida Nation and the WPS Foundation, but additional funds are needed before construction may begin; and

WHEREAS, it is desirable for Brown County to provide a \$500,000, 10-year, interest free loan to the GGBCVB for the purposes of: conserving, developing and improving the current visitor center, which does and will continue to advertise the advantages, attractions and resources of Brown County; bringing in visitors to Brown County that otherwise would not come; and enhancing Brown County's tax base by generating additional revenue for area businesses which promotes job growth and retention; and

WHEREAS, it is desirable to have said loan repaid to Brown County by the GGBCVB over a 10-year period, with no repayment being required during years 1 through 5 of the loan, and with repayment in the amount of \$100,000 per year being required in years 6 through 10 of the loan.

NOW THEREFORE BE IT RESOLVED, that pursuant to authority granted by Wis. Stats. Sec. 59.56(10), the Brown County Board of Supervisors hereby authorizes a \$500,000, 10-year, interest free loan to the GGBCVB, for the purposes of: conserving, developing and improving the current visitor center, which does and will continue to advertise the advantages, attractions and resources of Brown County; bringing in visitors to Brown County that otherwise would not come; and enhancing Brown County's tax base by generating additional revenue for area businesses which promotes job growth and retention, as well as for other purposes mentioned above in this Resolution; and

BE IT FURTHER RESOLVED, that said loan shall repaid to Brown County by the GGBCVB over a 10-year period, with no repayment being required during years 1 through 5 of

the loan, and with repayment in the amount of \$100,000 per year being required in years 6 through 10 of the loan; and

BE IT FINALLY RESOLVED, that Brown County Administration and Corporation Counsel are hereby authorized and directed to take any and all actions necessary to carry out the directives of this Resolution, including but not limited to entering into a Loan Agreement between Brown County and the GGBCVB with terms and conditions consistent with this Resolution and as acceptable to Brown County Administration and Corporation Counsel.

Fiscal Note:

This Resolution requires an appropriation from the General Fund of \$500,000, which will result in an approximate reduction of \$15,000 per year in reduced interest earned, which is projected to be offset by increased interest revenue.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Corporation Counsel as Directed by Executive Committee on 12-10-2018
Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County



305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 12-28-2018
REQUEST TO: Admin Comm, Exec Comm and Co Board
MEETING DATE: 01-02-2019, 01-07-2019 and 01-16-2019 respectively
REQUEST FROM: Dave Hemery, Corp Counsel as directed by Exec Comm on 12-10-2018

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION AUTHORIZING \$500,000 LOAN TO GREATER GREEN BAY CONVENTION & VISITORS BUREAU, INC.

ISSUE/BACKGROUND INFORMATION:

Loan request to assist with construction of new \$6.5 million visitors center.

ACTION REQUESTED:

Consideration and approval.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

What is the amount of the fiscal impact? \$ *This Resolution requires an appropriation from the General Fund of \$500,000, which will result in an approximate reduction of \$15,000 per year in reduced interest earned, which is projected to be offset by increased interest revenue.*

Is it currently budgeted? ☐ Yes ☒ No ☐ N/A (if \$0 fiscal impact)

- a. If yes, in which account? _____
b. If no, how will the impact be funded? General Fund
c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

January 16, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO NOTIFY STATE OFFICIALS OF RESULTS OF REFERENDA
QUESTIONS REGARDING DARK STORES AND MEDICAL MARIJUANA**

WHEREAS, two Referenda questions appeared on the ballot in Brown County in the election held in the Fall of 2018; and

WHEREAS, the first Referendum question regarding Dark Stores read as follows:
“Question: Should the state legislature enact proposed legislation that closes the Dark Store loopholes, which currently allow commercial retail properties to significantly reduce the assessed valuation and property tax of such properties, resulting in a substantial shift in taxes levied against other tax paying entities, such as residential homeowners, and/or cuts in essential services provided by an affected municipality?” and

WHEREAS, the above Dark Stores Referendum question was approved by the voters of Brown County with 81,031 ‘YES’ votes to 26,998 ‘NO’ votes; and

WHEREAS, the second Referendum question regarding Medical Marijuana read as follows: *“Question: Should cannabis be legalized in Wisconsin for medicinal purposes, and regulated in the same manner as other prescription drugs?”* and

WHEREAS, the above Medical Marijuana Referendum question was approved by the voters of Brown County with 85,055 ‘YES’ votes to 27,481 ‘NO’ votes.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors that the Brown County Clerk shall forward this Resolution to Brown County’s State Legislative Delegation.

Fiscal Note: This resolution does not require an appropriation from the General Fund. The cost to carry out this resolution is \$5.98 and will be covered with the department’s current budget.

Respectfully submitted,
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Corporation Counsel as directed by County Board

Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County



305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 01-03-2019
REQUEST TO: Exec Comm and Co Board
MEETING DATE: 01-07-2019 and 01-16-2019, respectively
REQUEST FROM: Dave Hemery, Corp Counsel as directed by County Board

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE:

**RESOLUTION TO NOTIFY STATE OFFICIALS OF RESULTS OF REFERENDA QUESTIONS
REGARDING DARK STORES AND MEDICAL MARIJUANA**

ISSUE/BACKGROUND INFORMATION:

Follow up resolution to referenda questions that passed.

ACTION REQUESTED:

Consideration and approval.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

What is the amount of the fiscal impact? \$ Fiscal Note: This resolution does not require an appropriation from the General Fund. The cost to carry out this resolution is \$5.98 and will be covered with the department's current budget.

Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)

- a. If yes, in which account? _____
b. If no, how will the impact be funded? General Fund
c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

January 16, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING AUTHORITY TO EXECUTE A 2019 LABOR
AGREEMENT WITH THE BROWN COUNTY ELECTRICIANS BARGAINING UNIT**

WHEREAS, the Brown County Board of Supervisors desires to approve a performance based increase of 2.25% in base wages for the employees of the Brown County Electricians Bargaining Unit ("Bargaining Unit"), A/K/A IBEW Local 158, that receive a rating of "satisfactory" or better on their 2018 annual performance evaluation.

NOW THEREFORE BE IT RESOLVED, that the County Executive and County Clerk are hereby authorized and directed to execute a one (1) year labor agreement on behalf of Brown County with the Bargaining Unit for the year 2019, to be effective January 1, 2019, and as described in Articles 1 and 2, below. If the bargaining unit fails to recertify in 2019, then this agreement is void; and

BE IT FURTHER RESOLVED, that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

1. **Article 2. WAGE SCHEDULE**

Revised to reflect:

Effective January 1, 2019, an increase of 2.25% in total base wages for full time equivalent employees who have completed a satisfactory performance review on or before December 31, 2018.

2. **Article 3. DURATION OF AGREEMENT**

Revised to reflect:

This agreement shall become effective as of January 1, 2019, and shall remain in full force and effect up to and including the date of December 31, 2019. If the bargaining unit fails to recertify in 2019, then this agreement is void.

Fiscal Note: This resolution does not require an appropriation from the General Fund. The funding was budgeted in the 2019 budget process.

Respectfully submitted,
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 1-3-2019
REQUEST TO: Executive, County Board
MEETING DATE: 1-7-19 and 1-16-19
REQUEST FROM: Kara Navin
 Senior HR Generalist

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Authority to Execute a 2019 Labor Agreement with the Brown County Electricians Bargaining Unit

ISSUE/BACKGROUND INFORMATION:

The Brown County Board of Supervisors desires to approve a performance based increase of 2.25% in base wages for the employees of the Brown County Electrician's Bargaining Unit that received a rating of "satisfactory" or better on their 2018 annual performance evaluation.

ACTION REQUESTED:

Authority to execute a one year labor agreement with the Bargaining Unit for 2019 for a 2.25% increase.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$ _____
2. Is it currently budgeted? ☒ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded? _____
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

AN ORDINANCE TO AMEND SECTION 2.05(8)
OF CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES
(PROCESS FOR STANDING COMMITTEES TO CREATE SUB/AD HOC COMMITTEES)

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 2.05(8) of Chapter 2 is hereby amended as follows:

(8) Standing Committees may, by completing a Corporation Counsel approved fill-in-the-blank Resolution available from the County Board Office and obtaining County Board approval, establish subcommittees Sub and Ad Hoc Committees composed entirely of their own membership or may call upon the assistance of non-supervisors in examining particular issues. ~~Appointment to subcommittees and the selection of nonsupervisory advisors shall be at the discretion of the committee chair.~~ Standing Committees have the authority to terminate Sub and Ad Hoc Committees by motion and majority vote of those present and voting. Standing Committees must renew authority for any and all Sub and Ad Hoc Committees to continue to exist by submitting a new Resolution for County Board consideration in May of all even numbered years, and if such a Resolution fails to pass the County Board by a majority vote of those present and voting, then the Sub or Ad Hoc Committee in question shall cease to exist.

Section 2 - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel at the Direction of Executive Committee

Approved by: Corporation Counsel

Fiscal Note: This amendment does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
STIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENHLEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County



305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 01-03-2019
REQUEST TO: Admin, Exec and Co Board
MEETING DATE: 01-02-2019, 01-07-2019 and 01-16-2019, respectively
REQUEST FROM: Dave Hemery, Corp Counsel as directed by Exec Comm on 12-10-2018

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE:

**AN ORDINANCE TO AMEND SECTION 2.05(8)
OF CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES
(PROCESS FOR STANDING COMMITTEES TO CREATE SUB/AD HOC COMMITTEES)**

ISSUE/BACKGROUND INFORMATION:

Amending process for standing committees to create sub and ad hoc committees (require county board approval)

ACTION REQUESTED:

Consideration.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

What is the amount of the fiscal impact? \$ *De Minimis*

Is it currently budgeted? ☐ Yes ☐ No ☐ N/A (if \$0 fiscal impact)

- a. If yes, in which account? _____
- b. If no, how will the impact be funded? General Fund
- c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

(*INSERT COUNTY BOARD MEETING DATE*)

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION AUTHORIZING STANDING COMMITTEE
TO CREATE SUB OR AD HOC COMMITTEE**

WHEREAS, the Brown County (*INSERT STANDING COMMITTEE NAME*)
(Standing Committee) desires to create a continuing Sub or a limited term Ad Hoc Committee
(New Committee); and

WHEREAS, the name of the New Committee to be established is (*INSERT FORMAL
NAME OF NEW COMMITTEE*); and

WHEREAS, the purpose of the New Committee is (*INSERT PURPOSE*); and

WHEREAS, the New Committee shall have (*INSERT NUMBER*) members; and

WHEREAS, the New Committee Members shall be nominated, appointed and confirmed
as follows: (*INSERT PROCESS, e.g., nominated by the Standing Committee, appointed by the
Standing Committee Chairperson and confirmed by majority vote of the Standing Committee*);
and

WHEREAS, minutes for the New Committee shall be taken by (*INSERT NAME OR
POSITION*), shall be filed with the County Board Office within 3 business days of the New
Committee Meeting, shall include what New Committee members were present and shall include
all motions, who made them, and the vote and disposition of the motions; and

WHEREAS, for Ad Hoc Committees only, the term of the New Committee shall be until
(*INSERT DATE OR EVENT TRIGGERING END OF NEW COMMITTEE OR N/A*).

NOW THEREFORE BE IT RESOLVED, that the Brown County Board of Supervisors hereby approves of and directs the creation of a Sub or Ad Hoc Committee as described above in this Resolution, and hereby directs that said Sub or Ad Hoc Committee shall comply with any and all laws, rules and regulations regarding Wisconsin's Open Meetings and Public Records law.

Fiscal Note:

(*ADMINISTRATION DOES FISCAL NOTE*)

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by:

Approved by:

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

AN ORDINANCE TO AMEND SECTION 2.14(10)
OF CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES
(PARLIAMENTARY PROCEDURE – NO AMENDMENT STACKING)

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 2.05(8) of Chapter 2 is hereby amended as follows:

(10) When a question is under debate, no motion shall be received, except the following motions:

- (a) Adjourn
- (b) Move the previous question
- (c) Table indefinitely or to a certain time
- (d) Refer
- (e) Amend

which shall have precedence in the above order. A motion to adjourn, move the previous question, or table indefinitely or to a certain time shall be decided without debate, provided that a member of the committee introducing the resolution shall be allowed to speak before a vote to table. This rule shall not authorize any member to move for adjournment when another member has the floor or when the Board is voting. A motion to refer or to amend may be debated. Any Motion to Amend shall be voted upon or withdrawn prior to any other Motion to Amend being allowed or considered.

Section 2 - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel at the Direction of Executive Committee

Approved by: Corporation Counsel

Fiscal Note: This amendment does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEH	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County



305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 01-03-2019
REQUEST TO: Exec and Co Board
MEETING DATE: 01-07-2019 and 01-16-2019, respectively
REQUEST FROM: Dave Hemery, Corp Counsel as directed by Exec Comm on 12-10-2018

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE:

**AN ORDINANCE TO AMEND SECTION 2.14(10)
OF CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES
(PARLIAMENTARY PROCEDURE – NO AMENDMENT STACKING)**

ISSUE/BACKGROUND INFORMATION:

Prohibit Stacking of Motions to Amend

ACTION REQUESTED:

Consideration.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

What is the amount of the fiscal impact? \$ *De Minimis*

Is it currently budgeted? ☐ Yes ☐ No ☐ N/A (if \$0 fiscal impact)

- a. If yes, in which account? _____
- b. If no, how will the impact be funded? General Fund
- c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

Brown County Board of Supervisors

Internal Audit

Budget Status Report (Unaudited)

11/30/18	Amended Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 560,909	\$ 514,167	91.7%	
Public Charges	\$ 50	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ 20,654	\$ 20,654	100.0%	(1)
Personnel Costs	\$ 420,040	\$ 361,962	86.2%	(2)
Operating Expenses	\$ 161,573	\$ 136,816	84.7%	(3)

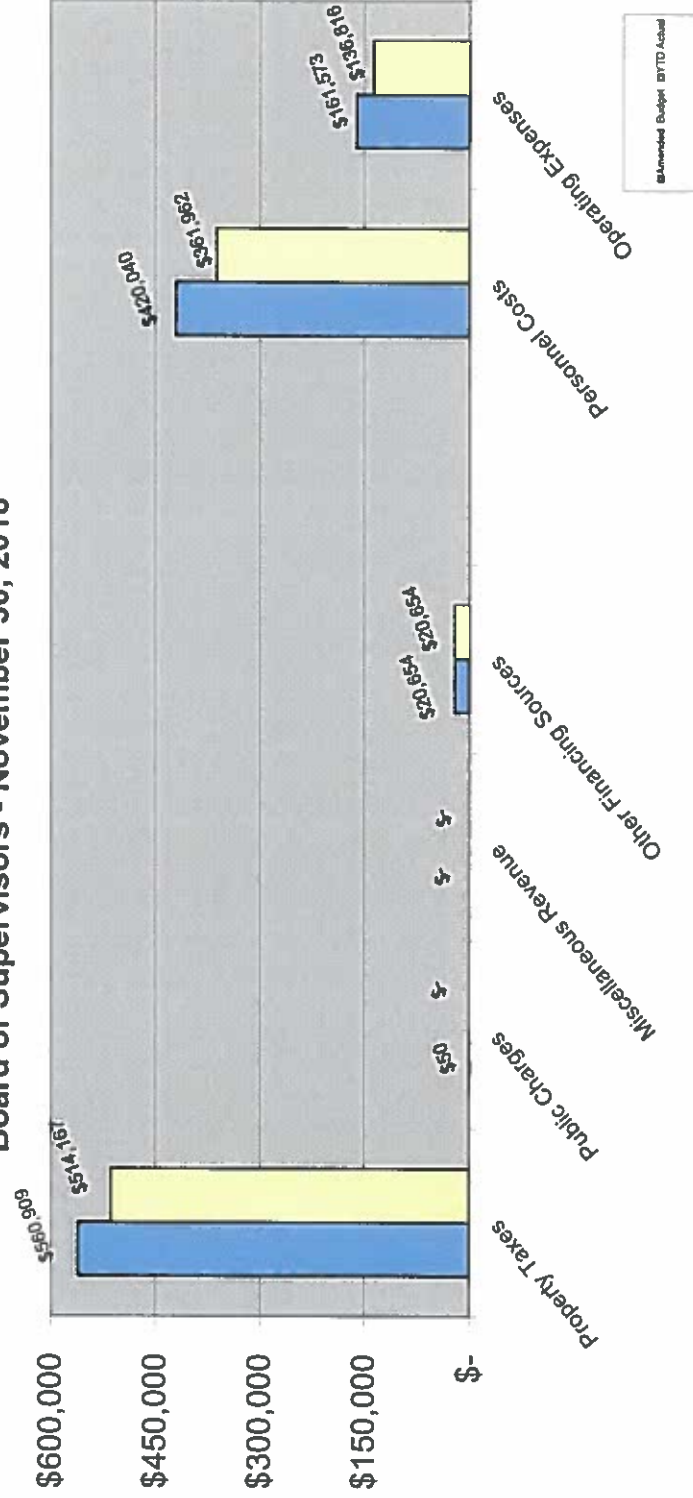
Comments:

(1) Other Financing Sources - Includes funds carried over from 2017 for computerized tablets (\$16,460) and a donation made to the Veterans' Recognition Subcommittee (\$1,300).

(2) Personnel Costs - Overtime incurred (\$1,634.60) exceeds overtime budgeted (\$993.00) by approximately \$642.00. However, Contracted Services is \$2,325.00 under budget.

(3) Operating Expenses (YTD Actual) - Primarily reflects audit fees billed and paid to date (\$80,000), Intra-County expenses (\$16,748) and annual dues paid to WCA (\$27,148) and NACo (\$4,960).

Board of Supervisors - November 30, 2018



12

Brown County Board of Supervisors (Veterans' Recognition Subcommittee)

Internal Audit

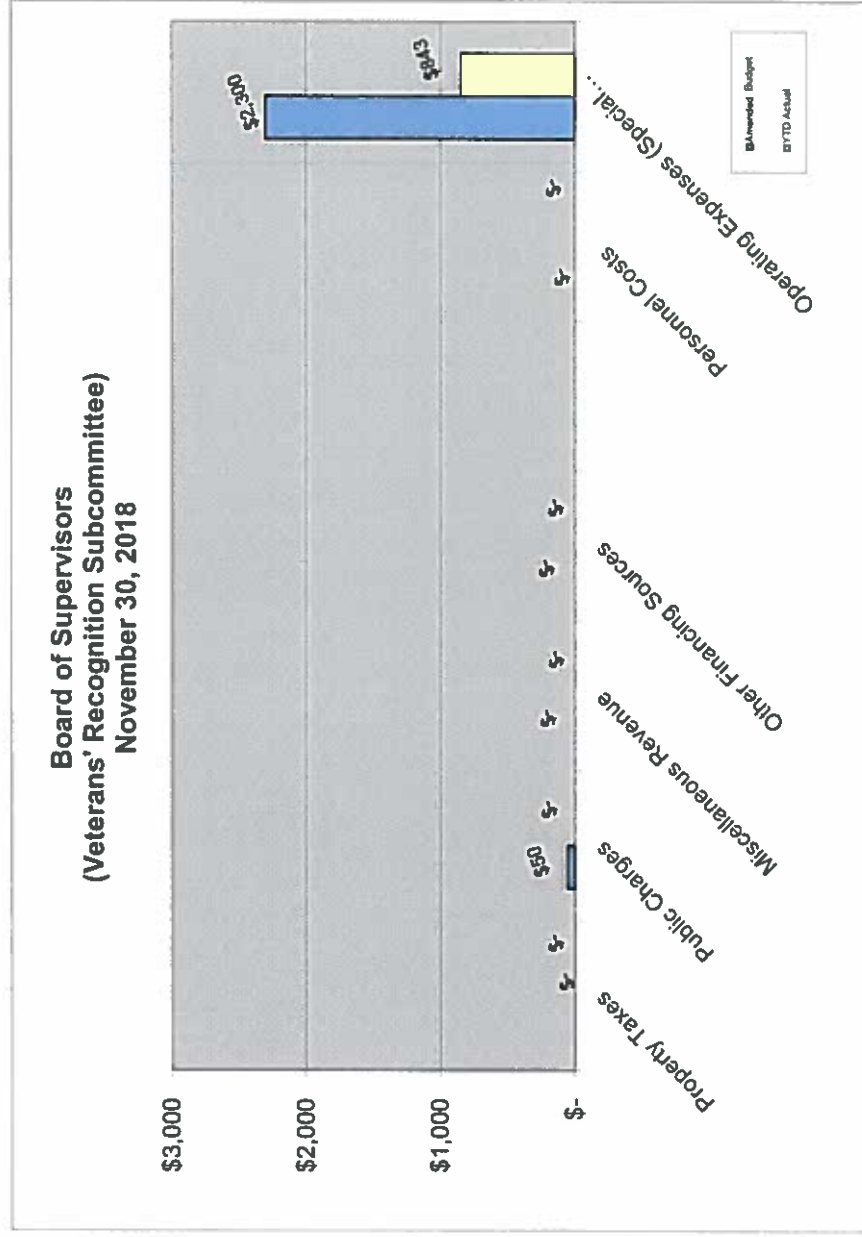
Budget Status Report (Unaudited)

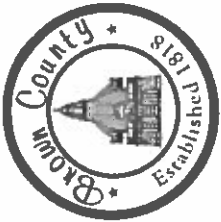
11/30/18

	Amended	YTD	YTD	
	Budget	Actual	Percentage	Comments:
Property Taxes	\$ -	\$ -	-	
Public Charges	\$ 50	\$ -	-	0.0%
Miscellaneous Revenue	\$ -	\$ -	-	#DIV/0!
Other Financing Sources	\$ -	\$ -	-	
Personnel Costs	\$ -	\$ -	-	
Operating Expenses (Special Events)	\$ 2,300	\$ 843	36.7%	(1)

Comments:

(1) Operating Expenses (Special Events) - Includes funds carried over from 2017 (i.e., a \$1,300 donation made to the Veterans' Recognition Subcommittee). YTD expenditures include: dog tags (\$271.50), band for the Brown County Fair (\$300.00) and Stage Rental for the Fair (\$144.00).





Board of Supervisor

Through 11/30/18
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund									
REVENUE									
Property taxes ✓	560,909.00	.00	560,909.00	46,742.42	.00	514,166.62	46,742.38	92	575,188.00
Public Charges ✓	50.00	.00	50.00	.00	.00	.00	50.00	0	148.57
Miscellaneous Revenue ✓	.00	.00	.00	.00	.00	.00	.00	+++	302.75
Other Financing Sources ✓	.00	20,654.00	20,654.00	.00	.00	20,654.00	.00	100	6,910.00
REVENUE TOTALS	\$560,959.00	\$20,654.00	\$581,613.00	\$46,742.42	\$0.00	\$534,820.62	\$46,792.38	92%	\$582,549.32
EXPENSE									
Personnel Costs ✓	417,146.00	2,894.00	420,040.00	32,322.53	.00	361,961.67	58,078.33	86	415,950.88
Operating Expenses ✓	143,813.00	17,760.00	161,573.00	1,518.39	.00	136,815.87	24,757.13	85	136,372.75
EXPENSE TOTALS	\$560,959.00	\$20,654.00	\$581,613.00	\$33,840.92	\$0.00	\$498,777.54	\$82,835.46	86%	\$552,323.63
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$12,901.50	\$0.00	\$36,043.08	(\$36,043.08)		\$30,225.69
Grand Totals									
REVENUE TOTALS	560,959.00	20,654.00	581,613.00	46,742.42	.00	534,820.62	46,792.38	92%	582,549.32
EXPENSE TOTALS	560,959.00	20,654.00	581,613.00	33,840.92	.00	498,777.54	82,835.46	86%	552,323.63
Grand Totals	\$0.00	\$0.00	\$0.00	\$12,901.50	\$0.00	\$36,043.08	(\$36,043.08)		\$30,225.69

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BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS

INTERNAL AUDITOR

Date: January 3, 2019

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Status Update (December 1 – December 31, 2018)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. In-progress: Year End – Cash on Hand & Petty Cash Compliance Testing
 - b. In-progress: HHS Expense Reimbursement Process
2. Standard Monthly Duties
 - a. Review – Clerk of Courts Bank Reconciliation
 - b. Preparation & Review – Bills over \$5,000 Report
 - c. Distribution to Committees – Paid Bills Report
3. Other Miscellaneous Activities
 - a. Inquiries, Questions and/or Requests from County Board Supervisors/Department Head's
 - b. Appeal – Observations
 - c. 2018 – 2019 Budget Carryover Request (See attachment)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

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DAN PROCESS
INTERNAL AUDITOR

To: Chad Weininger, Director of Administration

From: Dan Process, Internal Auditor

Date: January 2, 2019

Re: 2018 – 2019 Budget Carryover Request – Board of Supervisors

The Brown County Board of Supervisors request that the following projects be carried over into the 2019 Board of Supervisors Budget.

Project / Item Requiring Carryover	Account Number (Title)	Carryover Amount Requested	Carryover Request (Explanation)	Are carryover funds available?	Are carryover funds needed for completion of projects or the purchase of specific items approved in the prior year's budget?
Computer Tablets for Board Members	100.006.001 5300.003 (Supplies Technology)	\$ 16,460.00	This was a 2016/2017 Department Initiative. A total of 16 iPads have been purchased and distributed to Board members. Carryover funds would be used to purchase additional computer tablets for Board members in 2019.	Yes	Yes
Donations	100 006 001.5365 (Special Events)	\$ 1,300.00	Donations received in 2017 to benefit Veterans' were not utilized in 2018. Carryover funds would be utilized in 2019 for this purpose.	Yes	Yes

cc: Patrick Moynihan, Jr., Brown County Board of Supervisors – Chair
Bernie Erickson, Brown County Board of Supervisors – Veterans' Recognition Subcommittee Chair

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Brown County
Budget Status Report – Levy Funded Departments
As of November 30, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)	Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (Last updated for November 30, 2018)
006 Board Office	560,909	0	0	36,043	36,043	All of the annual audit expense (\$80,000), had been paid as of October 31, 2018, resulting in operating expenses being over budget as of 10/31, but personnel costs were significantly lower than budget, offsetting this difference for a small surplus. Based on results through 11/30, expect a surplus of more than \$35k for the year.
010 Circuit Courts	2,006,639	0	0	134,167	134,167	State aid for the second half of the year was received in August, resulting in revenues significantly ahead of budget and a large surplus that will mostly correct itself, although expenses were slightly below budget as of 11/30, primarily personnel expenses, which were \$79k under budget. Expect to end the year with a surplus.
012 Clerk of Courts	757,191	0	0	159,727	159,727	Primary variance is because operating expenses are 77% (compared to 92% of the year at 11/30). Notably, Guardian ad litem invoices are recorded a month behind, which would largely explain the Juvenile and Probate, but does not fully explain the difference for Guardian ad litem Family & Paternity that was under budget by \$84,000 taking into account the month delay on invoices. Ad litem is at judge discretion and can vary depending on the cases that are seen each month. Further, state aid was received for the second half of the year, which includes \$32,000 to fund the rest of the year. Lastly, personnel expenses were \$101,000 below budget for this point in the year.
013 Public Safety	6,735,634	0	0	291,782	291,782	Favorable variance increased by \$151k in November, with personnel and operating expenses coming in under budget. Expect a significant favorable variance at year end.
014 Medical Examiner	547,691	0	0	218,878	218,878	Operating expenses were significantly under budget, primarily because of transportation and lab services that were \$14k and \$42k under budget at 11/30. Also, the professional services contract with Dane County was \$112,000 under budget, although there were no charges recorded in November, which would indicate some additional expenses will be recorded before year end. Further, revenue was about \$21k higher than expected because of transfers in at the beginning of the year and public charges that were slightly above expectations.
016 Corporation Counsel	602,290	0	0	225,940	225,940	Personnel costs were about \$70k below budget, revenues were about \$20k high because the intrafund transfers were recorded at the beginning of the year, and none of the \$33,629 budgeted for capital outlay had been expended as of 11/30/18. The remainder of the difference was because of contracted legal services that are under budget as of 11/30, but vary throughout the year.
019 County Clerk	282,654	0	0	59,040	59,040	Primarily due to public charges for passports, which were \$29k higher than expected and personnel expenses that were \$24k lower than expected. Expect to finish the year with a surplus.
024 District Attorney	1,406,332	0	0	50,295	50,295	Personnel costs were \$36k below expectations. Further, contracted and professional services, which vary throughout the year, were under budget, although these were largely offset by public charges and intergovernment revenues below expectations.
029 Executive	351,524	0	0	31,875	31,875	Primary due to personnel costs that were \$24k under budget.
032 Administration	1,324,176	0	0	256,432	256,432	A position that would be funded with a transfer in was not used, but even taking this into account personnel was about \$157k under budget because of vacancies, including Finance Director, and another vacant position. Operating expenses were also \$92k under budget. Expect a significant surplus at year end.
048 Land Conservation	457,179	0	0	96,508	96,508	Expenses are below budget expectations because most land owners payments have not been paid as of 11/30/18, which are about \$110k below expectation. This difference is partially offset by grant revenue that will be collected related to these payments.

Brown County
Budget Status Report -- Levy Funded Departments
As of November 30, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)	Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (Last updated for November 30, 2018)
054 Facility Management	2,457,686	0	0	22,920	22,920	Favorable variance decreased from October by about \$45k. Expect to finish the year very close to budget with either a small surplus or deficit (less than \$30k either way).
058 Museum	966,999	0	0	422	422	The small favorable variance was achieved because personnel expenses that were below budget for the last few months. These savings will result in the museum being very close to budget or a slight surplus at year end.
060 Health	2,164,909	0	0	268,704	268,704	On the revenue side, it appears that State grant funding will be under budget by about \$100k, but Federal grants and public charges will both exceed expectations, resulting in total revenues almost the full amount budgeted. Personnel costs were about \$211k below budget expectations, contracted services and travel and training were \$55k and \$41k under budget, respectively, which were offset by supplies expense, which were \$50k over budget (notably, the supplies expense budget was cut \$65,707 in the 2018 budget).
062 Park	903,896	0	0	178,042	178,042	Revenue increased significantly because of donations that came in in November. Surplus is largely driven by charges and fees that were above budget for camping and rent. Even with a potentially large capital outlay remaining, Parks will finish with a surplus at year end.
064 Human Resources	1,352,599	0	0	262,898	262,898	Surplus due to personnel expenses about \$188k lower than expected for the first nine months of the year and legal services chargebacks about \$29k lower than expected.
066 PALS	780,430	0	0	137,316	137,316	Both revenue and expenses are below budget expectations because grant expenditures and related revenue are less than expected for the first 11 months of the year, although public charges had already exceeded the annual budget. Between public charges and personnel costs coming in significantly lower than expected, PALS has a significant surplus that will continue through the end of the year. Per Cole in PALS, the transportation planner position was vacant for the first half of the year, which led to lower than expected personnel costs and grant revenue as this position is grant funded.
072 Register of Deeds	(786,312)	0	0	160,783	160,783	Surplus was caused by revenues that exceeded expectations, specifically Real estate transfer taxes, which were \$205k ahead of expectations, partially offset by registered sales revenue that was \$113k under budget. Expect to have a significant surplus at year end.
074 Sheriff	30,142,288	0	0	145,617	145,617	Revenue and expense are both at 91% of the annual budget, which is slightly below expectations. Notably, the probation/parole revenue, a one-time payment, was received in November for \$133k - significantly lower than budgeted. Also, the sheriff changed its billing policy for school liaisons. In prior years the full year was billed at the end of the school year, but they will be billed at the end of each September, which will result in school liaison revenues significantly over budget. Despite these upcoming changes in these revenues, expense overages primarily in contracted services may lead to a small deficit at year end.
080 Treasurer	(1,154,418)	0	0	826,040	826,040	Interest from investments were \$453k above expectations and was recorded at \$145k in November with a monthly expected revenue of only \$65k, expect to end the year with a surplus of approximately \$900k.
083 UW Extension	473,697	0	0	16,997	16,997	Personnel costs were about \$49k below expectation, partially offset by public charges and donations were almost \$28k under budget Other differences were smaller and mostly offset each other.

Brown County
Budget Status Report -- Levy Funded Departments
As of November 30, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)	Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (Last updated for November 30, 2018)
084 Veterans Service	353,029	0	0	40,636	40,636	Personnel costs were about \$29k lower than expected for the first 11 months of the year. Support service expenses were also \$9k under budget expectations. All other accounts were as expected or with minor, offsetting differences.
Subtotal - General funds w/o General Government adjustments	52,687,022	0	0	3,621,062	3,621,062	
090 General Government	(7,799,456)	(1,420,751)	(1,183,959)	497,916	1,681,875	Revenues - State shared revenue payments are received in July and November. \$1.8M was recognized in July and \$2.8M was received in November. All carryover funds for 2018 have been transferred to departments already. Expenses - No expenses were recorded for comp plan adjustment (\$1.1M), casual pay (\$175k), retirement and sick leave (\$29k), or fringe benefits related to retirement (\$300k). All operating expenses have been recorded save the contingency account (\$30k) and intrafund transfer out (acct 9005 - \$39k). Based on this information, expect a significant surplus in this fund at year end.
General Fund totals	44,887,566	(1,420,751)	(1,183,959)	4,118,978	5,302,937	
201 Community Services	16,172,778	0	0	(1,556,267)	(1,556,267)	Expenses have increased for Health and Human services programs, primarily related to purchased services, which are at least \$1 million over budget. Additionally, the revenue that is recoverable with Federal and State funding has decreased. Expenses related to cost centers 148 and 173 related to the Birth to 3 and CCS programs, which receive grant reimbursements through the State, decreased, while cost centers 141, 144, and 161 saw increases, almost none of which was reimbursable through any State funding. As a result, grant revenues were \$802k below expectation as of 11/30/18.
630 Community Treatment Center	3,199,210	(649,407)	(541,173)	245,245	786,418	Expenses were slightly lower than revenues in November, after two months of small deficits in September and October. Surplus is from a large once-off payment received in August, but it appears likely that CTC will end 2018 with a surplus.
Health and Human Services subtotal	19,371,988	(649,407)	(541,173)	(1,311,022)	(769,849)	
105 Library	6,822,437	(54,948)	(45,790)	571,942	617,732	Expenses were lower primarily because personnel costs were \$396k under budget expectations due to vacancies.
210 Child Support	375,800	0	0	90,019	90,019	Operating expenses and intergovernmental revenues were under budget expectations because the additional \$150,000 received from the state in April and allocated to contracted services in May had hardly been spent as of 11/30. Additionally, personnel expenses were about \$123k under budget expectations.
230 Syble Hopp School	2,949,682	(99,150)	(82,625)	221,887	304,512	All property tax allocation (\$2.9M) were recognized in the first 7 months of the year because Syble Hopp has a different fiscal year (6/30 year end). As expected, with the start of school expenses exceeded revenues by about \$500k in both September and October. In November because tuition payments were collected, reducing the deficit to \$145k. Expect the rest of tuition revenues and additional state grant and aid revenue to balance expenses to end 2018 with a small surplus.
240 County Roads and Bridges	141,000	0	0	(165,284)	(165,284)	Road construction expenses exceeded budget by \$167k, while intergov revenue only exceeded budget by \$34k.
300 Debt Services	14,086,908	(478,617)	(398,848)	(305,137)	93,711	Property tax revenue is not recognized evenly throughout the year. Semi-annual interest payments occurred in May. Principal payments were made in November. Some interest will be recognized in December, but a deficit will be shown, as expected, at year end.
412 Veteran's Memorial Comp Cap Fund	49,565	(4,625,238)	(3,854,365)	180,993	4,035,358	Favorable variance while construction is pending.

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Brown County
Budget Status Report -- Levy Funded Departments
As of November 30, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)	Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs Budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (Last updated for November 30, 2018)
440 Highway Projects	1,367,053	(546,377)	(455,314)	(479,127)	(23,813)	No Federal grant money had been received, but the whole property tax allocation was shown as revenue, resulting in a deficit that will largely be corrected by Federal grant funds that will be received related to this work.
Brown County totals	90,051,999	(8,523,895)	(7,103,247)	1,612,229	8,715,476	
900 Aging Resource Center	624,736	0	0	8,671	8,671	ADRC ledger updated in New World only in June and December. Surplus shown was for activity through June plus shared expenses allocated to ADRC for July-September. The surplus was largely due to personnel expenses that were about \$70k less than budget for the first half of the year.
Grand Totals	90,676,735	(8,523,895)	(7,103,247)	1,620,900	8,724,147	